RESOURCE CENTRE

*1987 Edition*

# *CONSUMER EDUCATION MATERIALS*

## *An Annotated Bibliography*

# *RESOURCE CENTRE*

Alberta

CONSUMER AND
CORPORATE AFFAIRS

87-05014/

# CONSUMER EDUCATION MATERIALS
# AN ANNOTATED BIBLIOGRAPHY

REVISED EDITION
1987

ALBERTA CONSUMER AND CORPORATE AFFAIRS
CONSUMER EDUCATION AND INFORMATION
RESOURCE CENTRE

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## INTRODUCTION

With the announcement of the new directional statement for curriculum and programs of Secondary Education in Alberta, this bibliography has special significance to those educators and helping professionals needing access to high quality learning resources in order for them to offer effective consumer education programs. The CORE high school course to be offered in the Alberta Education System in 1987, Career and Life Management, deals with personal finance and independent living skills.

This list represents book and AV materials held by the Alberta Consumer and Corporate Affairs Resource Centre as a preview and lending collection for educators using consumer education materials in their programs. The bibliography is designed to assist educators and librarians select items for various subject areas and audience levels.

This publication has been completely revised; the previous edition is now obsolete and should be discarded. As the collection is continually expanding, a new edition will be published yearly. Borrowers can consult the Resource Centre's automated catalogue for monthly acquisitions as well as additional materials suitable for research or special projects. Telephone and mail inquiries are also welcome.

## FORMAT

Citations are accompanied by descriptive annotations and are arranged in the Materials section within broad subject categories by author. The Periodicals section is separate, listing magazines by title. Included is an Author-Title Index as well as a list of free Pamphlet Sources. A directory of Suppliers provides addresses for purchasing purposes.

## ABBREVIATIONS AND CODES

In selecting materials, preference has been given to **Canadian** publications. These are indicated by **heavy type** and the abbreviation, **CDN.**

The following abbreviations have been used to suggest appropriate grade levels:

| | |
|---|---|
| p | preschool |
| k | kindergarten |
| 1,2,3 | grades 1 to 12 (each grade listed separately) |
| a | adult classes |
| tg | teacher's guide or professional reading |

The following abbreviations have been used to suggest materials which may be useful to SPECIAL consumer groups. Materials specially designed for this use have been separated. Other suggested materials are listed throughout the bibliography.

| | |
|---|---|
| ADV | Advanced Accelerated |
| ESL | English as a Second Language |
| HDC | Handicapped |
| LIN | Low Income |
| LSR | Life Skills/Remedial Reading |
| NNA | Native North American |
| SEN | Aged (Senior Citizen) |

The price range of each entry is an approximation and should be used as a guideline to actual cost:

$ 0 - $ 5.99
$ 6.00 - $12.99
$13.00 - $20.99
$21.00 - $30.99
$31.00 - $50.00

Materials over $50.00 have been rounded up in sums of $25.00, starting with $75.00. Other designations are as follows:

Free
Contact publisher
Available on loan from Resource Centre
Limited distribution, contact publisher

The following abbreviations and terms are used in the citations:

| | | | | | |
|---|---|---|---|---|---|
| ed. | - edition | p. | - page | varied | - unpaged or varied paging |
| n.a. | - not available | rev. | - revised | various | - miscellaneous items |
| n.d. | - no date | supp. | - supplement | | |

## PREVIEWING MATERIALS

Materials can be previewed in the Resource Centre. Educators are invited to come and browse through the collection. The address of the Resource Centre is:

Resource Centre
Alberta Consumer and Corporate Affairs
Main Floor, Garneau Professional Centre
11044 - 82 Avenue
Edmonton, AB
T6G 0T2 (403) 427-5215

Hours: 8:15 a.m. - 4:30 p.m. Monday, Thursday, Friday.
8:15 a.m. - 7:00 p.m. Tuesday, Wednesday (mid-September through mid-May)

## PURCHASING MATERIALS

Materials must be purchased directly from the supplier listed in the entry for each item. A Directory of Suppliers is included to facilitate the acquisition of materials. **The Resource Centre does not sell any of the materials listed. The materials in the Centre's collection are available on a free loan basis.**

The cut-off date for selection of materials for this bibliography is June 30 of each year. Every effort is made to make the bibliography current and accurate, but by the time it is published, some titles will be out-of-print, prices will have increased, and publishers will have changed.

## BORROWING MATERIALS

**Materials listed in this bibliography are available for loan to educators for a three-week period including mailing time. Requests may be placed by phone or mail and should include the full title, author and LC book number if available. A prepaid return mailing label is provided. Contact the Resource Centre at the above address.**

**The Resource Centre's collection of 16 mm films is held at the Provincial Film Library. They may be borrowed for 3 to 5 days and can be booked by title and CAF number through the Resource Centre or through the Provincial Film Library at:**

Provincial Film Library
11510 Kingsway Avenue
Edmonton, AB
T5G 2Y5 (403) 427-4381

## CONSULTATIVE SERVICES

Consumer education personnel in the Department's six regional offices are available to help teaching professionals incorporate consumer education into their regular programs or curricula.

CALGARY REGIONAL OFFICE
301 Centre 70
7015 McLeod Trail, South
Box 5880, Postal Station A
CALGARY, AB
T2H 2M9 297-5700

EDMONTON REGIONAL OFFICE
3rd Floor, Capilano Centre
9945 - 50 Street
EDMONTON, AB
T6A 0L4 427-5782

FORT MCMURRAY REGIONAL OFFICE
Provincial Building
5th Floor, West Tower
3915 Franklin Avenue
FORT MCMURRAY, AB
T9H 2K4 743-7231

LETHBRIDGE REGIONAL OFFICE
#300 Professional Building
740 - 4 Avenue South
Bag Service 3014
LETHBRIDGE, AB
T1J 4C7 381-5360

PEACE RIVER REGIONAL OFFICE
Provincial Building
9621 - 96 Avenue,
Bag 900, Box 9
PEACE RIVER, AB
T0H 2X0 624-6214

RED DEER REGIONAL OFFICE
2nd Floor, Provincial Building
4920 - 51 Street
RED DEER, AB
T4N 6K8 340-5241

# MATERIALS

## I. COMPREHENSIVE WORKS AND CONSUMER EDUCATION

Abate, Susan, and Lucia, Nancy Farrell. Consumer Power: Classroom Strategies for Consumer Education (Book). Glenview, IL: Scott, Foresman & Co., 1983. 162p.

A compilation of student activities used in a successful Consumer Education course for junior and senior students, this teacher's guide covers decision-making, banking, wise buying, credit, contracts, buying a car, insurance, consumer rights and living on your own. Each topic is divided into four areas: teaching strategies, teacher resources, teacher background and reproducible materials for student activities. The many examples of actual forms used in day-to-day living, the many hands-on activities, and the final study project, "Living on Your Own", in which each student experiences the cost of living, help students practice essential survival skills. Includes an answer key but not an index.
tg/7,8,9,10,11,12

TX 335 A21 1983 640.73

Available from: Social Studies School Service
Cost: $13.00 - $20.99

**Alberta Consumer and Corporate Affairs.** Complete Consumer Series (Videocassettes). Edmonton: ACCESS Alberta, 1978.

5 programs. colour. 15 minutes each. 1/2 in.

TX 335 AL1 C73 Contracts
TX 335 AL1 C731 Types of Credit
TX 335 AL1 C732 Credit: Use and Abuse
TX 335 AL1 C733 Lifestyles and Alternatives
TX 335 AL1 C734 Getting Granny

This series helps the consumer to evaluate purchasing habits and other business transactions, and stresses the need for general awareness of common problems. The ability to cope with these problems is discussed, revealing lifestyles and alternatives for either an individual or group situation. Units deal with consumerism in general, advertising, and budgeting and credit. Dubbing is available from ACCESS Network. 9,10,11,12,a,SEN

TX 335 AL1 C73 640.73

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network
CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Opening the Door (Videocassette). rev. ed. Edmonton: The Department, 1985.

1 videocassette. colour. 8 minutes. 1/2 in.

The short program outlines the services to educators that the Department's Resource Centre can provide. The program also demonstrates how to use the Resource Centre's publication Consumer Education Materials: An Annotated Bibliography. a

TX 335 A723 1984 021.7

Available from: Available on loan from Resource Centre
Cost: n.a.
CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Uluschak's Marketplace (Book). Edmonton: The Department, 1980. 97p.

Uluschak's cartoons are used as discussion starters in this collection on consumer education topics. A list of suggested discussion ideas, appropriate resource materials, and relevant legislation is provided with each topic. As well, the cartoons have been designed for easy conversion to overhead transparencies.
tg/7,8,9,10,11,12,a

TX 335 A5 640.73

Available from: Alberta Consumer and Corporate Affairs
Cost: Limited distribution, contact publisher
CDN

American Council on Consumer Interests. 29th Annual Conference Proceedings: National Economic Policies, the Impact on Consumer Welfare (Book). Columbia: University of Missouri, 1983. 363p.

The proceedings of the 29th annual conference held in Kansas City, Missouri, presented articles under the conference theme "National Economic Policies: The Impact on Concumer Welfare." The compendium is a good one-volume source of professional reading for anyone involved in the provision of consumer education or interested in the major changes and current trends in the economy, and in society, that directly or indirectly affect consumers. Professional reading. tg

HC 79 C63 AM3 1983 658.834

Available from: University of Missouri
Cost: n.a.

American Council on Consumer Interests. 30th Annual Conference Proceedings: Consumer Responsibility, Corporate Responsibility (Book). Columbia: University of Missouri, 1984. 323p.

The proceedings of the 30th annual conference held in Atlanta, Georgia, present articles under the conference theme "Consumer Responsibility, Corporate Responsibility." The compendium is a good one-volume source of professional reading for anyone involved in the provision of consumer education. tg

HC 79 C63 Am3 1984 658.834

Available from: University of Missouri
Cost: n.a.

Bannister, Rosella, and Monsma, Charles. Classification of Concepts in Consumer Education (Book). Ypsilanti: Michigan Consumer Education Center, 1981. 86p.

The concepts important to consumer education are identified, classified and defined, thus providing a guide for program planners and curriculum developers. Partial contents describe the procedure, validation, strengths and limitations of the classification of concepts, define consumer education, and illustrate a concept numbering system under three broad categories: decision-making, resource management and citizen participation. Professional reading. tg

TX 335 B27 1981 640.73

Available from: Available on loan from Resource Centre
Cost: n.a.

Brenneke, Judith Staley, ed. Consumer Education and Economic Education in the Public Schools (Book). New York: Joint Council on Economic Education, 1981. 228p.

This volume is a record of the proceedings of the national seminar on Consumer Education and Economic Education in the Public Schools, conducted July 9 - 10, 1980, in Itasca, Illinois. The topic was how to integrate economic concepts into consumer education courses and units. Professional reading. tg

TX 335 B824 640.73

Available from: Joint Council on Economic Education
Cost: $6.00 - $12.99

Brown, Alvin B. Teaching the Patterns of Life, Unit One: Consumer Education (Book). rev. ed. Springfield, MA: Springfield Public Schools, 1975. 327p.

This volume describes a motivational scheme which uses consumer education to teach language arts and build self-confidence in low-achieving junior high school students. Seventeen sequences describe strategies for teaching various aspects of consumer education, including definition of the consumer, problems that face consumers, the responsibilities of consumers, and consumer protection. Illustrations, activities, and worksheets are presented for many units. The final sequence establishes criteria for evaluating students' progress and for assessing the program. A bibliography of reference resources and a glossary of terms complete the volume. Originally written for the language arts program, the revised edition includes complementary units for reading, mathematics, science and social studies. tg/7,8,9,LSR

TX 335 B778 640.73

Available from: ERIC Document Reproduction Service
Cost: $125.00

California Department of Consumer Affairs. Consumer Survival Kit (Kit). Sacramento: The Department, 1984.

Booklets, games.

Introduces the California Department of Consumer Affairs to students and teachers. A self-contained collection of class activities, references and teacher aids to assist in the teaching of consumer education basics. Some of the information and activities could be generalized to a Canadian setting. 8,9,10,11,12

TX 147 C12 C76 640.73

Available from: California Department of Consumer Affairs
Cost: $0 - $5.99

Callenbach, Ernest. Ecotopian Encyclopedia for the 80's; A Survival Guide for the Age of Inflation (Book) Berkeley, CA: And/Or Press, 1980. 274p.

"Live better and save money the Ecotopian way." Ecotopians live in modest, reliable, nondestructive ways; they utilize renewable, biosource, biodegradable plastics and solar-derived energy and install recycling systems. This book reveals that they also hunt

for jobs and apartments, budget, and buy cars. All this and more is covered in this A to Z guide to daily living. The detailed table of contents serves as an index and the last pages contain advertisements which serve as a kind of "annotated reading list." 11,12,a

TX 335 C27 640.73

Available from: Firefly
Cost: $6.00 - $12.99

Concerning Young Consumers (Kit). New York: Education Design, 1979.

6 filmstrips, 6 cassettes, teacher's guide.

Students are presented with six programs designed to educate them in three main areas of consumerism; these are the basic principles of marketing (price determinations, advertising), shopping techniques and money management, and consumer rights and responsibilities. Teaching suggestions are provided for each program which include a summary of concepts, discussion topics, and student activities. tg/5,6,7,8

HC 107 C74 640.73

Available from: Education Design
Cost: n.a.

Consumer Education for the Young Child (Books). Guelph: University of Guelph for the Ontario Ministry of Consumer and Commercial Relations, 1981.

3 volumes.

This set of volumes concerns consumer education for preschool children. Some ideas and activities are relevant for the lower primary grades. Volume One is the report of research undertaken for the Consumer Information Centre in Ontario. It includes a review of the therory of consumer socialization and implications for education at the preschool level. Consumer skills and abilities at this age are discussed. Preschool consumer education programs presently available in Canada and United States have been listed and summarized. Volume Two is an annotated bibliography of relevant articles and books from the last fifteen years. Volume Three presents activities, fingerplays, songs, and poems. tg/p,k,1,2

HF 5353 C7 372.21

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Consumer Home Economics. Consumer Awareness (Book). Here's Help Teaching Strategies. Redondo Beach, CA: Consumer Home Economics, 1982.

1 volume.

Materials free of sex-stereotyping deal with values and decision-making, consumer awareness and advertising. With the various activity sheets provided students try their hand at preparing a budget, evaluating products, analysing commercials, writing a complaint letter and writing an advertisement. Ideal for use in a coeducational junior or senior high school economics class. tg/7,8,9,10,11,12,LSR

TX 335 C667 640.73

Available from: Home Economics School Service
Cost: $6.00 - $12.99

Consumer Tapes Unit I, Unit II (Audio Tapes). New York: Visual Education Corporation, 1974.

12 cassettes.

Twelve tapes deliver information and advice on how to cope successfully with today's complex marketplace. Forty-three consumer experts outline step-by-step procedures that can make better informed, more effective consumers. Their advice is supported by anecdotal experiences told firsthand by real consumers. Discussions are personal and conversational, yet well-organized and clearly presented. Various topics deal with handling money, frauds, advertising and shopping for specific items. 8,9,10,11,12,a

HC 79 C63 C76 T16 640.73

Available from: Macmillan of Canada
Cost: $125.00

Consumerland: How High the Mountain? (Kit). Allen, TX: Angus Communications, n.d.

1 filmstrip, 1 cassette, duplicating masters, teacher's guide.

By taking you on a tour through Consumerland and introducing you to the consumer and his buying habits, this kit presents a comical satire on consumerism. It looks at credit, credit rating and the stages in the consumer education movement. The main message underlying all this is: "What we need, what we want, we will BUY!" tg/8,9,10,11,12

HC 79 C63 C67 H83 332.743

Available from: Available on loan from Resource Centre
Cost: n.a.

Consuming in the 80's and Beyond (Book). Lubbock, TX: Home Economics Curriculum Centre, 1984. 163p.

Information and activities are written for advanced or upper level students, and provide them with an opportunity to "take a futuristic look at the roles they will soon have as consumers." Chapter titles illustrate the approach taken: "Ways Families Deal with Change", "The Energy-Efficient Automobile", "Dressing to Conserve Energy", "Trends in Food Purchasing and Eating Habits", "Day Care for the Younger Set", "Talking Appliances and Other Innovations", "Emphasis on Wellness", "More Time - More Money", and "Adapting to Change in the Marketplace". Twelve units cover such topics as the consumer, the family, consumer responsibilities, and consumer practices. Each unit includes predictions and activities designed to examine implications for the lives of the students. A list of magazine articles supplements the material. a,ADV

TX 335 C88 1984 640.73

Available from: Available on loan from Resource Centre
Cost: n.a.

Focus on Consumer and Family Economics (Book). Washington, DC: America Home Economics Association, 1978. 76p.

Selected articles from the Journal of Home Economics deal with a broad range of consumer and family economics issues: consumer protection, product safety, market perspective, money management, and consumer education. Professional reading. tg

TX 335 F58 640.73

Available from: American Home Economics Association
Cost: $0 - $5.99

Forkner, Jerry, and Schatz, Gail. Consumer Education Learning Activities (Book). Boulder, CO: Social Science Education Consortium, 1980. 60p.

The model lessons in this handbook are designed to help students acquire the consumer skills of questioning and decision-making; they are process and inquiry oriented. Various strategies are used, such as role playing and interviewing. Economics of the market place, financial management and credit, energy consumption and conservation and major purchases are among the contents in this American book. tg/4,5,6,7,8,9,10,11,12

TX 335 F764 640.73

Available from: Social Science Education Consortium
Cost: $6.00 - $12.99

Fraser, Richard G. Looking at the Marketplace (Book). Agincourt, ON: Gage, 1981. 276p.

This text, aided by photographs, illustrations and charts, is designed to help the consumer focus and understand the relationship between consumers and how these relationships are affected by government, business, and marketplace and society. Included among the topics are financial management, banking services, credit, insurance and advertising. Chapter Ten, unit one, is helpful in looking for a first job, changing jobs, or preparing for a promotion. General guidelines on how to prepare a resume are also provided. A glossary of key terms, a list of provincial departments and an index facilitate use. 11,12,a

TX 335 F72 640.73

Available from: Gage
Cost: $6.00 - $12.99 CDN

Future of Consumerism (Book). Lexington, MA: Lexington, 1986. 220p.

Although the consumer movement is part of our consciousness, the movement's profile has diminished in the 80s. Experts from business and government say that it "may be down but it's not out" and set out to examine the direction of today's consumer movement. The papers in this book focus on the same themes: that the consumer movement will endure despite the threats to its survival; that better management of consumer organizations is a key factor in keeping the movement alive; and that support for the movement will shift to the elderly, disadvantaged and community-minded. Consumer concerns will shift to making necessities more affordable, introducing new technologies more fairly and efficiently, making large institutions more answerable to society, and protecting Third World consumers. a

HC 110 C6 F87 1986 381.30973

Available from: D.C. Heath Canada
Cost: $31.00 - $50.00

Green, Hayden, and Beck, Connie. Consumer Education: A Review of Recent Developments (Book). Ottawa: International Organization of Consumers Unions, 1982. 65p.

Seminar papers review such developments as an acceptable definition and a classification of concepts in consumer education in 1982, and the establishment of a national (U.S.) resource and service centre, the Consumer Education Resource Network (CERN), in 1978. Professional reading. a

TX 335 G633 640.73

Available from: Consumer Education Resource Network
Cost: Limited distribution, contact publisher

Hattan, Hap, and Torbet, Laura. Helpful Hints for Hard Times (Book). New York: Facts on File, 1983. 237p.

The authors invite us to "live it up while cutting down." Learning to save on everything from buying a new home or opening the right chequing account, to house-cleaning doesn't sound like living it up, but the authors do show us how to live with limitations and perhaps learn to "like it." Checklists, charts and reading lists supplement realistic strategies. Index. a

TX 335 T62 640.73

Available from: Methuen
Cost: $6.00 - $12.99

Kwekkeboom, John D. Guide to Wise Consuming: A Text-Workbook (Book). Scarborough: McGraw-Hill Ryerson, 1980. 164p.

The workbook is designed to be used with any of the many consumer and business textbooks which explain the facts and concepts being tested in these exercises. All consumer topics have been included: budgets, spending, methods of paying, insurance, investing, and handling consumer problems. Each chapter presents performance objectives, questions to test factual knowledge, case studies, and a crossword puzzle. Students could complete assignments with little or no teacher direction. 9,10,11,12

TX 335 K94 640.7307

Available from: McGraw-Hill Ryerson
Cost: $0 - $5.99 CDN

Learning Activity Packages (Kit Series). Seattle, WA: Unigraph, 1973-1977.

Student activity sheets, teacher's guide.

These 15 packages on different consumer education topics are suitable for use by individual students or groups. Learning objectives, a pre- and post-test, and answers are included in each package. Situations are posed which lead to explanations and sample forms related to each topic. U.S. information and textbook approach restrict the interest these packages could generate, but teachers could use the basic information provided to develop their own program.

Learning Activity Packages available: Advertising (HF 5813 J64), Budgeting (TX 326 P93), Comparison Shopping (TX 167 J64), Consumer Contracts (HF 1255 J64), Credit (HG 3755 M14), Credit Cards (HG 1643 C15), Financing and Insuring a Car (TL 162 M14), Health and Homeowner's Insurance (HG 9383 P93), Inflation and Recession (HG 229 J64), Labels on Food and Clothing (TS 196.6 J64), Life Insurance (HG 8773 P88), Payroll Deductions (HF 5564 P3 SU5), Personal Checking Accounts (HG 1581 SU5), Savings and Investments (HG 4514 L96). tg/7,8,9,10,11,12

See above 640.73

Available from: Available on loan from Resource Centre
Cost: n.a.

Learning to Be a Wise Consumer (Kit). White Plains, NY: Guidance Associates, 1975.

4 filmstrips, 4 cassettes, teacher's guide.

"Who is a Consumer" introduces the term "consumer" and helps students realize that their purchasing power has influence in the marketplace. "Consumer Choices" shows that consumer choices are based on individual values and resources. "Buying Wisely" demonstrates that advertising has the power to influence peoples' buying habits. The "Two R's: Rights and Responsibilities" encourages students to be aware that as consumers they have rights they should protect and responsibilities they should fulfill. Interesting situations involving young people in consumer activities illustrate various concepts. tg/4,5,6

TX 167 L47 T55 640.73

Available from: Guidance Associates
Cost: $150.00

**Lethbridge Community College. Division of Continuing Education.** Dollars and Cents Consumer Program (Books). Lethbridge: Lethbridge Community College, 1983.

6 volumes.

Six sessions cover three broad subject areas: food, clothing and the home. As an introductory session, Unit I, Consumer Cents provides an overview of budgeting, financial planning and credit use. Unit II, Food Cents includes such topics as Canada's Food Guide, food additives, labelling, advertising techniques and store layout. Menu planning and low cost cooking ideas are covered in two sessions: Unit III, Cooking with Cents, and Unit IV, Meals with Cents. Unit V, Clothing Cents focuses on such topics as care labelling, textile properties and wardrobe planning. The last unit Unit VI, Cents in the Home discusses buying furniture and accessories and the features, servicing and life expectancy of appliances. Each session is 2 1/2 hours in length. A resource list is provided. tg/11,12,a

TX 335 L48 1983 640.73

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Lungmus, Dorothy, et al. Consumer Education Sourcebook (Book). Boulder, CO: Social Science Education Consortium, 1980. 135p.

This long annotated bibliography gives us another welcome list of consumer education materials and resources. Included among the wide range of subjects are economics, legal rights and consumer law, money management, major purchases, and "special problems" such as advertising. The selection includes some adult material but focuses on material useful for junior and senior high school students; the inclusion of works useful to bilingual or rural students is one of the unique aspects of this list. Divided into two major parts - student and teacher materials - the books are grouped into format categories such as textbooks, games and simulations, or curriculum guides and ERIC documents. The descriptions are long and detailed; the set of information for each item is unique in that the annotations indicate reading levels (assessed by means of the Fry Readability Test), as well as grade levels and subject areas relating to the appropriate curriculum. "Consumer economics focus" indicates the areas of concern for consumers--legal rights and consumer law, money management, etc.--identified by the U.S. Office of Education, Office of Consumers' Education. Publishers' list and index. Professional reading. tg/7,8,9,10,11,12,LSR

Z 5776 C65 C66 016.64

Available from: Social Science Education Consortium
Cost: $6.00 - $12.99

Maedke, Wilmer O., et al. Consumer Education (Book). Encino, CA: Glencoe, 1979. 520p.

This student textbook teaches proper money management by using the specific consumer problems that students face. The fourteen units may be presented in sequence or in the pattern best suited to the classroom. Smaller learning sections are within each unit and these have review questions, problems to solve, and consumer projects. Topics include the role of consumers in our economy, credit, insurance, buying practices and problems for specific goods and services. There is a glossary of frequently used consumer terms. 9,10,11

TX 335 C763 640.73

Available from: Collier MacMillan Canada
Cost: $6.00 - $12.99

**Miller, James W.** Decide for Yourself: One Hundred Cases in Consumer Choice (Book). Rexdale, ON: John Wiley & Sons Canada, 1981. 172p.

The case studies in this secondary school textbook are designed to supplement existing classroom materials on consumer education. There are nine chapters divided according to stages in life from early high school years to retirement. The final chapter presents ten supplementary cases concerning major purchases. Each case has questions supplied to make students analyze the situation and be active problem solvers. A topic index provides alternate access to the cases. 8,9,10,11,12

TX 335 M54 640.7

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99 CDN

Monsma, Charles, and Bannister, Rosella. Effective Consumer Education Programs: Report on Question 1 of the Consumer Education Development Program (Book). Ypsilanti: Michigan Consumer Education Centre, 1979. 45p.

Here is a detailed consideration of the major factors which contribute to effective consumer education programs. Three sections are reviewed: consumer education as a field of study, the content of consumer education, and support for these programs. This report provides useful ideas for developing the

rationale and goals of an individual program. Professional reading. tg

TX 335 M76 640.7307

Available from: Available on loan from Resource Centre
Cost: n.a.

Nickels, Dimes and Dollars (Kit). New York: ACI Productions, 1975.

4 filmstrips, 4 cassettes, teacher's guide.

This kit tries to instill in children a sense of the value of money. Alternatives to buying goods and shopping guidelines are presented. The filmstrips "Earn and Save","Shop With Care", "Fix It Yourself", and "Make It Yourself" tell how different children save for a baseball mitt, comparison shop for groceries, fix toys, clothes and household items, and make birthday presents. Clear close-up photographs for children and projects, and a narrator convey each story. Some projects and situations would need adult aid and U.S. money is displayed. tg/4,5,6

TX 326 N51 640.73

Available from: Encyclopedia Britannica
Cost: $100.00

**Ontario Ministry of Consumer and Commercial Relations.** Children Are Consumers Too (Kit). Toronto: The Ministry, 1979.

Activity cards, supplementary materials, teacher's guide.

The suggested classroom activities are intended to provide starting points for experiences that could be used to develop consumer concepts. They have been designed to fit into other aspects of existing curricula rather than as separate entities within programs. There are ideas for utilizing catalogues, labels, newspapers, and television. tg/2,3,4,5

HC 79 C6 O83 640.73

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: Free CDN

**Ontario Ministry of Consumer and Commercial Relations.** Consumer Skills: An Annotated Bibliography of Materials for High Schools (Book). Toronto: The Ministry, 1981. 70p.

This list includes teaching guides, curriculum models and comprehensive works. The majority of material is divided into the categories of consumer behaviour, financial management, buymanship, rights and responsibilities, and economics. Grade level and availability is indicated, as is price. Directories of suppliers and free pamphlet sources complete the bibliography of items for use in junior and senior high school consumer education programs. Professional resource. tg/7,8,9,10,11,12

TX 335 ON82 015.71

Available from: Ontario Government Publications Centre
Cost: Free CDN

**Ontario Ministry of Consumer and Commercial Relations.** Consumer Skills for Children; An Annotated Bibliography of Materials for Pre-Kindergarten to Grade Six (Book). Toronto: The Ministry, 1982. 54p.

The introduction states that this publication "will provide teachers, librarians, and parents with an annotated list of consumer education materials - books, kits, games, film and other audio-visual materials - suitable for children from pre-kindergarten to the grade six level." Selections from Ontario's Consumer Information Centre resource centre emphasize Canadian materials and cover seven main subject areas: teaching and curriculum guides, comprehensive works, consumer behaviour, financial management, buymanship, rights and responsibilities, and economics. Sections are then subdivided into more specific topics. Professional resource. tg/p,k,1,2,3,4,5,6

TX 335 ON82 015.71

Available from: Ontario Ministry of Consumer and Commercial Relations, Consumer Information Centre
Cost: Free CDN

**Ontario Ministry of Consumer and Commercial Relations.** Consumers: Start Young! (Kit). Toronto: The Ministry, 1984.

67 slides, 1 cassette, resource manual, story/activity book, teacher's guide.

Preschool teachers interested in developing a consumer education program for children will find this kit helpful. Some of the topics explored by the authors are the socialization process, values and consumer education, and the educational needs of "special group" children. The teacher's guide outlines a potential curriculum program which identifies and

introduces key consumer concepts, such as money, and provides each concept with a vocabulary list. Suggestions for class activities, related story books and possible field excursions are made. The resource manual briefly annotates selected books and also lists books by subject. The story/activity book is in picture book format, but its visual appearance would not naturally attract or interest a child. tg/p,k,1

TX 335 0782 1984 640.73

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: Limited distribution, contact publisher CDN

**Ontario Ministry of Consumer and Commercial Relations.** Informed Consumer: An Annotated Bibliography (Book). Toronto: The Ministry, 1983. 36p.

Intended to assist librarians select items for their consumer collections, this annotated bibliography lists materials that will help consumers make sound decisions. Consumer decision-making materials are arranged within four broad categories: consumer information and buymanship, housing and energy, money management, and rights, responsibilities, and redress. A list of free pamphlet sources, a publisher/supplier directory and an author/title index concludes the publication. Most teachers' guides and school texts have been excluded. Professional resource. tg

TX 335 O27 1983 015.17

Available from: Ontario Ministry of Consumer and Commercial Relations, Consumer Information Centre
Cost: Free CDN

**Procter & Gamble Educational Services.** Canadian Consumers and Their Marketplace - 100 Activity Ideas for Educators (Book). Toronto: Procter & Gamble, 1982. unpaged.

100 ideas, briefly described, are listed under the topics consumer choice, business choice, advertising, consumer protection and money management. The games, discussion topics and class projects will help young people develop life-long consumer skills. The last pages include a list of additional consumer education resources and an index. tg/5,6,7,8,9,10,11,12

TX 335 P872 1982 640.73

Available from: Procter & Gamble Educational Services
Cost: $0 - $5.99 CDN

Royer, L. Gayle, and Nolf, Nancy Ellen. Education of the Consumer: A Review of Historical Developments (Book). Rosslyn, VA: Inter-America Research, 1980. 72p.

This paper traces the development of consumer education and of two closely related areas, the consumer movement and economic education. It is not a history but rather an impression of relationships of previously unrelated events. The final section reviews issues revealed in the historical survey. There is an extensive bibliography. a

TX 335 R9 1980 640.73

Available from: ERIC Document Reproduction Service
Cost: $6.00 - $12.99

**Saskatchewan Consumer and Commercial Affairs.** Presenting a Case for Consumer Education (Kit). Regina: The Department, n.d.

Various.

This kit provides supplemental consumer education materials relevant to Saskatchewan. An Educator's Guide gives background information on 5 main consumer education areas: the economic system, consumer motivation, consumer rights and responsibilities, and buymanship and money management. Appendices for each area contain duplicating copies of interesting student activities. tg/9,10,11,12,a

TX 335 P92 640.73

Available from: Available on loan from Resource Centre

Cost: n.a. CDN

**Saskatchewan Consumer and Commercial Affairs.** Starting Early (Kit). Regina: The Department, 1980.

1 volume.

Covering a wide variety of topics, this kit should help teachers equip primary students with the knowledge and skills needed "to make independent decisions relative to the personal and social problems that they will confront now and in the future." Starting Early consists of 3 sections: 1 for students and 2 for teachers. Illustrated worksheets, games, experiments and special activities, teacher information bulletins listing resources and materials, and masters for photocopying aid in discussing such topics as

advertising, buymanship, money, conservation, and consumer rights. Indicated division levels are suggested and are often adaptable to various grade levels as introductory, motivational or review material.
tg/k,1,2,3,4,5.6,7,8

TX 335 S297 640.73

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

Sie, Maureen; Richey, Rita C.; and Cook, Fred S. Multi-Disciplinary Consumer Education Curriculum (Book). New York: American Educational Research Association, 1977. 28p.

The introduction states that a major goal of this study is to provide secondary school teachers with a set of tested, validated prototype consumer education materials. The study also demonstrates the feasibility of a multi-disciplinary approach utilizing local school personnel and resources and university faculty in curriculum development Professional reading.
tg

TX 335 S6 640.73

Available from: ERIC Document Reproduction Service
Cost: $0 - $5.99

System v Consumer Education In-Service Program. (Kit Series). Washington, DC: Changing Times Education Services, 1974-1976.

5 modules.

TX 335 Sy8 In7 Inquiry
TX 335 Sy8 Q3 Questioning
TX 335 Sy8 R64 Role Playing
TX 335 Sy8 Si5 Simulation/Gaming
TX 335 Sy8 V28 Value Clarification

This system consists of five modules designed for in-service training with secondary teachers who are teaching consumer concepts. Each module presents a teaching strategy applicable to consumer education - values clarification, inquiry, questioning, simulation games, and role playing. Each module contains multiple copies of participant's manuals step-by-step leader instructions and corresponding audio-visual material such as filmstrips and cassettes or audio records. Each participant's manual explains the teaching method, illustrates it through workshop activities and suggests classroom activities utilizing the method. Modules could be used independently or together to train teachers to use the different teaching techniques for teaching consumer education as well as other subjects. Leaders may wish to modify the very structured approach of the modules. Professional resource. tg

See above 371.332

Available from: Marvin Melnyk
Cost: n.a.

Wood, John C. Looking at the Consumer (Book). Agincourt, ON: Gage, 1981. 271p.

From credit to recreation, from consumer rights and responsibilities to choices and chances in the marketplace, a wide range of topics is covered in this textbook written for the pre-adult consumer. Such diverse subjects as consumer credit, money management, clothing, food, transportation, and housing are included. Two chapters dealing with the marketplace discuss the consumer as a member of society, expaglain contracts and points of law, and give guidelines in complaining. The text is designed to help the teenager develop a system of personal values and goals and to alert him to the fact that the marketplace changes and that this affects choices. Glossary and index.
10,11,12

TX 335 W66 640.73

Available from: Gage
Cost: $6.00 - $12.99 CDN

## II. CONSUMERS AND CONSUMER BEHAVIOUR

### A. VALUES AND DECISION-MAKING

Agency for Instructional Television. Give & Take (Videocassettes). Calgary: ACCESS Alberta, 1982.

12 programs. colour. 15 minutes each. 3/4 in. & 1/2 in.

HD 69 D4 A42 You Choose/We Choose
HD 69 D4 A43 Let's Save/Creditwise
HD 69 D4 A44 Where Do Jobs Come From/Key to Productivity
HD 69 D4 A45 Private or Public?/Changing Taxes
HD 69 D4 A46 Market Prices/The Changing Market
HD 69 D4 A47 Competition/Take Your Choice

Give & Take programs dramatize problem--solving situations that show students how

economic concepts - such as opportunity costs, supply and demand, and taxation - relate to their daily lives. The series of 15 minute programs for grades 8,9, and 10 is intended for use in consumer education, economics, business education, home economics, social studies, and other classes where personal economics material is presented. Each lesson is self-contained to permit teachers maximum flexibility in using the series. A teacher's guide is available with the Give & Take series. For each lesson, the guide includes a detailed program description, a commentary designed to provide additional background for the teacher, and a list of economic terms. A variety of suggestions for using the program and follow-up classroom activities designed to give students practice in applying their understanding of economic concepts are also included in the publication. Give & Take was developed jointly by the Agency for Instructional Television, the Joint Council for Economic Education, the Canadian Foundation on Economic Education, and a consortium of agencies serving states and provinces. tg/8,9,10,11,12

See above 301.15

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network
CDN

**Agency for Instructional Television.** Guide to "Give & Take" (Book). Bloomington: Agency for Instructional Television, 1982. 40p.

Accompanies the videocassette series, Give & Take, reviewed elsewhere. tg/8,9,10,11,12

HD 69 D4 A48 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Guide to "On the Level" (Book). Bloomington: Agency for Instructional Television, 1980. 64p.

Accompanies the videocassette series, On the Level, reviewed elsewhere. tg/7,8,9,10,11,12

BF 778 A43 301.43

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Guide to "Trade-Offs" (Book). Bloomington: Agency for Instructional Television, 1978. 47p.

Accompanies the videocassette series, Trade-Offs, reviewed elsewhere. tg/3,4,5,6,7,8,9

HD 68 D4 T2 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** On the Level (Videocassettes). Calgary: ACCESS Alberta, 1980.

12 programs. colour. 15 minutes each. 1/2 in. and 3/4 in.

Face to Face/Daddy's Girl
Who Am I/Journey Through Stress
Surrounded/A Little Help From My Friends
Getting Together/Side by Side
Solo/Behind the Scenes
What's Next/Alternate Route

This twelve-part series is designed to help adolescents 14 to 17 years old understand their own personal and social growth. It encourages them to examine common teenage concerns such as conflict, love, changing, relationships with family and friends, self-concept and stress. It takes a careful look at the emotional, physical, social and intellectual make-up of an individual and how they all interact. The teacher/leader's guide summarizes each program, provides topic background, suggests activities before and after the program and suggests program discussion questions. Reproducible materials, a resource guide and a related materials guide are included. The Agency for Instructional Television is a nonprofit American-Canadian organization which develops joint program projects involving state and provincial agencies. tg/7,8,9,10,11,12

BF 778 A42 301.43

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network
CDN

**Agency for Instructional Television.** Student Handbook for "On the Level" (Book). Bloomington: Agency for Instructional Television, 1980. 74p.

Accompanies the videocassette series, On the Level, reviewed elsewhere. tg/7,8,9,10,11,12

BF 778 A44 301.43

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Trade-Offs (Videocassettes). Calgary: ACCESS Alberta, 1978.

15 programs and 2 summary programs. colour. 20 minutes each. 1/2 in. and 3/4 in.

1/2 in.
HD 68 D4 T21 to HD 68 D4 T29

3/4 in.
HD 68 D4 T3 V.1 to V.17

1. Choice
2. Malcolm Decides
3. We Decide
4. Give and Take
5. Less and More
6. Working Together
7. Does it Pay?
8. Learning and Earning
9. Why Money?
10. To Buy or Not to Buy
11. To Sell or Not to Sell
12. At What Price?
13. How Could That Happen?
14. Innocent Bystanders
15. Helping Out
16. About "Trade-Offs"
17. Phil Saunders on "Trade-Offs"

Developed for children nine to thirteen years old, Trade-Offs is designed to improve economic instruction in American and Canadian schools. The emphasis is on systematic decision-making. A 20-minute program and the teacher's guide material (see A Guide to "Trade-Offs") make up each lesson. Each program begins by identifying key points, then dramatizes a fundamental economic problem relevant to the student's daily life. It then emphasizes through visuals, the economic principles involved. Each program ends with the introduction of another problem involving the same economic principles. Each lesson covers a particular topic: 1. Opportunity cost, 2. Personal decision-making, 3. Social decision-making, 4. Trade-offs among goals, 5. Increasing productivity, 6. Specialization and the division of labour, 7. Investment in capital goods, 8. Investment in human capital, 9. Voluntary exchange, 10. Buyers and market demands, 11. Sellers and market supply, 12. Market clearing prices, 13. Interdependence of market prices, 14. Market intervention: reducing indirect costs, and 15. Market intervention: increasing indirect benefits. Trade Offs was developed jointly by the Agency for Instructional Television, the Canadian Foundation for Economic Education, the Joint Council on Economic Education and a consortium of agencies serving states and provinces. tg/3,4,5,6,7,8,9

See above 301.15

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network CDN

**Alberta Education.** Give & Take: A Teacher's Guide Supplement (Book). Edmonton: The Department, 1983. 23p.

This publication is designed to assist with the integration of the videocassette series, Give & Take, into Alberta curricula. The supplement suggests three approaches: integration by subject, integration by skills, and independent use of programs. It should be used with the Guide to "Give & Take". The videocassette series and the Guide to "Give & Take" are reviewed elsewhere. tg/8,9,10,11,12

HD 69 D4 A49 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

Auction, a Game for a Change (Game). San Diego: Creative Learning, 1982.

Catalogues, cards, various, guide.

Auction gives participants a chance to explore personal choices and put personal values to the test. Thirty lifestyle items are up for auction and students must decide how many units they are willing to spend for any given lifestyle. Prior to the auction students budget out their allotted 2000 units. Once the auction commences students are not bound to their budgeted amount but may over or underbid as in any real auction. The auction is used as a means to let students see for themselves how much they desire a certain lifestyle and how attitudes and values influence one's life choices. 5,6,7,8,9,10,11,12, a

BF 778 A92 1982 301.21

Available from: Home Economics School Service
Cost: $13.00 - $20.99

Bingham, Mindy, and Edmondson, Judy. Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning (Book). Santa Barbara: Advocacy Press, 1983. 240p.

Like Challenges: A Young Man's Journal for Self-Awareness and Personal Planning (reviewed elsewhere), this journal/workbook was designed to help any young woman think about her future and the decisions she will have to make. Recording her dreams, her thoughts, her plans and completing the exercises will help her understand the realities of adulthood and help her to make better decisions in her life. The book includes discussions on attitudes, values clarification, goal setting, decision-making, skills identification, career planning and family planning. Brief index. The Instructor's Guide

for "Choices and Challenges" (BF 698.8 I4 B513) is reviewed elsewhere. 9,10,11,12,a

BF 698.8 P44 B513 305.235

Available from: Social Studies School Service
Cost: $13.00 - $20.99

Bingham, Mindy; Edmondson, Judy; and Stryker, Sandy. Challenges: A Young Man's Journal for Self-Awareness and Personal Planning (Book). Santa Barbara: Advocacy Press, 1984. 240p.

This journal/workbook was written for any young man 14 through 20 years of age to "help him understand himself, his feelings, his relationships...and the inevitable choices he will make...". It is similar to the journal/workbook, Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning (BF 6988 P44 B513), which is reviewed elsewhere. The book includes discussions on attitudes, values clarification and goal setting, decision-making, skills identification, career planning and family planning. Brief index. The Instructor's Guide for "Choices and Challenges" (BF 698.8 I4 B513) is reviewed elsewhere. 9,10,11,12,a

BF 698.8 P43 B513 305.235

Available from: Social Studies School Service
Cost: $13.00 - $20.99

Consumer Information (Kit). Consumer Education Modules. New York: J. C. Penney, 1977.

1 filmstrip, 1 cassette, activity sheets, teacher's guide.

This excellent module investigates the relationships between information, consumption patterns and quality of life. Module I contains an interesting introductory sound filmstrip, a very good poster chart of the decision-making process, and three realistic case studies which require consumer decisions to be made in a particular lifestyle context. Module II consists of 10 activity sheets which capably implement activity ideas suggested in other sources. tg/11,12,a

TX 335 C63 343.07

Available from: Available on loan from Resource Centre
Cost: n.a.

Consuming Need to Know (Kit). New York: J.C. Penney, 1978.

1 filmstrip, 1 cassette, poster, teacher's guide.

Developed for use with middle school students, this unit attempts to answer how the need for belonging, the need for love and self-esteem and the strong influence of peer pressure might affect consumer behaviour. In order to become selective consumers, adolescents require a knowledge of self and the ability to process information; "self-understanding" may be even more important than understanding the marketplace in making informed consumer decisions. One step in acquiring this knowledge is the indentification of the basic human needs that motivate behaviour; a poster illustrates the hierarchy of human needs and the filmstrip and cassette relate self-concept and human needs to consumer behaviour. Activities are entitled: "Who Am I?", "About Me","My Personal Pattern", "Do I Need What I Want?" and "Making My Pyramid." Each activity sheet in the sequence of twelve describes the aims and content emphasis points, and suggests group size, materials needed and time required. A filmstrip commentary is included and the teacher's guide contains background information and suggestions. An excellent choice for both teacher and student. tg/7,8,9,10,11,12

HF 5353 C76 658.8

Available from: Available on loan from Resource Centre
Cost: n.a.

Decisions, Decisions (Kit). Consumer Education Modules, 3. New York: J.C. Penney, 1976.

1 cassette, card sets, gameboard, 4 posters, teacher's guide.

This teaching unit relates consumer decision-making and quality of living. The four modules are entitled: "Decision Designs", "Dynamics of Communication", "Thinking Skills for Decision Making", and "Deciding." The J.C. Penney Consumer Education modules consider the "interrelationship between human need satisfaction and resource utilization" and use the family ecosystem model as a conceptual framework for studying these relationships. Other titles in the series are: Toward a Quality of Living, Consumer Information, and Economic Concepts and Issues. They are reviewed elsewhere. tg/11,12,a

BF 441 D34 301.21

Available from: Available on loan from Resource Centre
Cost: n.a.

Draze, Dianne. Options, a Guide for Creative Decision Making (Book). San Luis Obispo, CA: Dandy Lion Publications, 1982. 68p.

Draze aims to teach children a system of making good decisions and help them explore their feelings about themselves and their relationships to other people. The book is divided into four sections for maximum teaching flexibility: information to the teacher, guided lessons, reproducible student work sheets, and a chart and game. All of the material is presented in an easy to read manner. tg/4,5,6

BF 441 D82 1982 301.21

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Easterly, J. L. Decisions...The Simulation Game of Goals...Choices...Values (Game). Milford, CT: Innovative Education, 1976.

Various.

A simulation game based on two concepts: if goals are inconsistent with everyday decisions a person will become frustrated trying to cope, and if goals are consistent with everyday decisions a person will cope with relative ease. Consists of buying, selling and trading to achieve goals set by player. Provides opportunity for decision-making, valuing and post-game analysis. 6,7,8,9,10

BF 778 D34 658.403

Available from: Innovative Education
Cost: $6.00 - $12.99

Feather, Norman T. Values in Education and Society (Book). New York: Free Press, 1975. 329p.

An interdisciplinary investigation of human values based on a six-year program of research into values and value systems. Topics include: the role of values in educational choice, the impact of educational institutions on student values, value differences between various age, sex and income groups, a study of two specific groups, cross-cultural value comparisons, and value climate in various situations. a

BF 778 F31 301.21

Available from: Collier MacMillan Canada
Cost: $13.00 - $20.99

Goodman, Joel, and Huggins, Kenneth. Let the Buyer Be Aware: Valuable Skills for Consumers, Parents and Teachers in the 80's (Book). La Mesa, CA: Wright Group, 1981. 245p.

Anyone who thinks it's tough being a consumer may benefit from developing skills with which to clarify his consumer values and examine the consequences of his choices. The authors focus on a values clarification approach to consumer education, believing that "sensible values--conscious consumers will force manufacturers to produce better goods, advertisers to be more honest and informative, and retailers to be more sensitive to their customers." Practical activities and action projects are included. a

TX 335 G63 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.95

Hendricks, William. Values: Suggested Activities to Motivate the Teaching of Values Clarification (Book). Stevensville, MI: Educational Service, 1984. 226p.

Teachers will find this activity book very useful. Each section covers a different set of values that are related to for example, family life, health, authority and government, human relations or property. Each activity concentrates on one specific value. Grade levels (K-8) are indicated for every activity. Materials required and procedures are neatly outlined. tg/k,1,2,3,4,5,6,7,8

BF 778 H383 1984 301.21

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Instructor's Guide for "Choices" and "Challenges" (Book). Santa Barbara: Advocacy Press, 1984. 111p.

Accompanies Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning and Challenges: A Young Man's Journal for Self-Awareness and Personal Planning which are reviewed elsewhere. The Instructor's Guide contains class organization plans, discussion outlines and resource lists. tg/9,10,11,12,a

BF 698.8 I4 B513 305.235

Available from: Home Economics School Service
Cost: $21.00 - $30.99

Kosuth, Joan, and Minnesang, Sandy. Choices: Organizing and Teaching a Course in Personal Decision Making (Book). San Diego: Wright Group, 1980. 174p.

The title page describes Choices as a teacher's guide to learning experiences designed to

promote growth in the basic survival skills of effective communication, personal decision-making, career development and values clarification. Topics covered range from communication skills, interviewing, personal identity to writing resumés and career exploration. A bibliography of books, games and films is included as are two sets of student/teacher Learning Activity Packages of "clearly designed tasks, each of which is directed toward a specific learning goal or broad objective." For use in senior high and college courses. tg/9,10,11,12,a

HD 68 K99 301.2107

Available from: Social Studies School Service
Cost: $13.00 - $20.99

**Leet, Don R., and Driggers, Joann.** Economic Decisions for Canadian Consumers (Book). Markham, ON: Wadsworth Publishers of Canada, 1984. 409p.

While much of the book applies to all Canadians, the text is based on current laws and procedures in British Columbia. It focuses on three major concepts: economics, decision-making, and the law. The full range of consumer education is covered including advertising, money management, credit, investment, comparison shopping, taxation and the world of work and family life. Each chapter begins with a list of objectives and keyterms and an example of a "real-world" situation that the material helps to resolve. Within each chapter, special boxes set off topics of interest. Each chapter ends with a summary, questions and projects. Includes a glossary and an index. (Portions of the book appeared previously in Economic Decisions for Consumers (TX 335 L43 1982), which is reviewed elsewhere). 11,12,a

TX 335 L432 1984 640.7309711

Available from: BC Ministry of Education
Cost: $21.00 - $30.99 CDN

Leet, Don. R., and Driggers, Joann. Economic Decisions for Consumers (Book). Belmont, CA: Wadsworth, 1982. 562p.

The authors introduce basic economic concepts and describe the forces that influence consumer choices, values and goals. Leet and Driggers explore the factors that affect consumer spending decisions such as stages in the individual and family life cycles, career choices, advertising and spending patterns. They show how to apply decision-making skills to the everyday aspects of consumer life such as food, energy, housing, insurance and retirement. Each chapter contains a real-life problem to resolve, key words, summaries, and a wealth of information set aside in "enrichment boxes"; each chapter ends with questions, projects, and suggested readings. Appendices listing American agencies, a glossary and an index complete the text. 11,12,a

TX 335 L43 1982 640.73

Available from: Wadsworth Publishers of Canada
Cost: $31.00 - $50.00

Miguel, Richard V. Decision: A Values Approach to Decision-Making (Kit). Columbus, OH: Charles E. Merrill, 1974.

1 filmstrip, 4 cassettes, activity cards, spirit masters, books,teacher's guide.

Provides a framework for students to clarify their own values and facilitates expressing and acting upon values, thus enabling students to gain insight and perspectives regarding their own lives. Also provides an opportunity for students to examine the components of decision-making and the relationship of values to decision-making. The activities and simulations are based on situations of vital interest to students; many activities are based on data generated by students. Among the items included are the sound filmstrip, "The Roses, the Goats, and the Snake in the Grass", and the book, Values and Teaching (BF 778 R18), reviewed elsewhere. tg/8,9,10,11,12

BF 441 M58 301.21

Available from: Learning Tree
Cost: $100.00

On Your Own (Film). Pasadena, CA: Barr Films, 1979.

16mm. colour. 21 minutes.

This documentary-style film features interviews with four young people who discuss their personal values and individual lifestyles. The occupations represented are: traffic reporter/pilot, dory fisherman, personnel officer, and policewoman. It is stressed that the individual must learn to be responsible for him/herself and be prepared to learn from good and bad decisions. Discussion questions are provided on the film can lid. This presentation is also available as a filmstrip/cassette version in Section One of the kit, Making it on Your Own (TX 326 M28), reviewed elsewhere. 9,10,11,12

CAF 154

Available from: Gordon Watt

Cost: Contact publisher

Pitts, Robert E., and Woodside, Arch G. Personal Values and Consumer Psychology (Book). Lexington, MA: Lexington Books, 1984, 318p.

The editors have compiled research on values from leading authorities and have combined their information to form this book. The information is presented in five parts: values affecting consumer psychology, monitoring values and their change, the influence of values on decisions, the basis of value formation, and the application of values to consumer psychology and marketing. Index. a

HF 5415.3 P45 1984 658.8342

Available from: D.C. Heath Canada
Cost: $31.00 - $50.00

Presno, Vincent, and Presno, Carol. Value Realms: Activities for Helping Students Develop Values (Book). New York: Teachers College, 1980. 134p.

The author begins by describing value realms and value dimensions. The particular value realms developed in this activity guide are ethical, social, social-ethical, esthetic, poetic and literary, psychological, economic, legal, and technological. Part II provides the activities which help students understand the various value realms and this section should be completed and understood by the students before continuing. Every activity provides a statement of purpose, a statement of meaning, procedure guidelines, discussion questions and an evaluation of the activity's success. In Part III students learn to compare, contrast and judge the value realms learned in Part II. tg/7,8,9,10,11,12,a

LC 268 P64 370.114

Available from: Social Studies School Service
Cost: $6.00 - $12.99

**Puckrin, Dave, and Puckrin, Lorretta.** Values (Game). Edmonton: Puckrin's Production, n.d.

6 card sets, game board, teacher's guide.

This game presents value issues for students to examine, consider and decide upon, thereby promoting student discussions. Students are encouraged to consider alternative modes of thinking and acting by selecting from among options. As a result, they may begin to make their own choices and evaluate the actual consequences, thus developing their own values. tg/3,4,5,6,7

BF 778 V24 301.21

Available from: Puckrin's
Cost: $13.00 - $20.99 CDN

Raths, Louis. Values and Teaching: Working with Values in the Classroom (Book). 2d ed. Columbus, OH: Charles E. Merrill, 1978. 353p.

This book outlines a theory and methodology for the clarification of values. There are suggested exercises and activities to use to assist others in determining personal values. The information is useful to people of all ages, but is directed most specifically to those who work professionally with children. The book is included in the kit, Decision: A Value Approach to Decision-Making (BI 441 M58), reviewed elsewhere. Professional reading. a

BF 778 R18 301.2107

Available from: Learning Tree
Cost: $6.00 - $12.99

**Saskatchewan Consumer and Commercial Affairs.** Time and Money Too! (Game). Regina: The Department, n.d.

Instructions, game cards.

A game in which children or adults decide on seven things they wish to buy. Time and money cards determine how much money players may spend in a specified time period. What players decide to do with their time and money stimulates discussion. 3,4,5,6,7,8,9,10,11,12,a

BF 778 T48 658.403

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: $6.00 - $12.99 CDN

Wilt, Joy. Making up Your Own Mind; A Children's Book about Decision Making and Problem Solving (Book). Chicago: Children's Press, 1982. 128p.

Joy Wilt - a teacher, administrator and early childhood specialist - suggests six steps for making decisions and six for solving problems. Examples, practice situations and colourful illustrations help the reader learn to recognize the problem, determine the choices, and decide what is the best solution. 2,3,4,5

BF 441 W54 153.43

Available from: Available on loan from Resource Centre
Cost: n.a.

## B. LIFESTYLES

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Moving Out (Book). rev. ed. Edmonton: The Department, 1985. 49p. and 112p. teacher's guide.

Moving Out is a colourful self-use magazine with articles, charts, and an interview on topics of interest to people 16 - 20 years old. How to buy a used car, getting along with a roommate, avoiding scams in the marketplace, the cost of living on one's own and planning a career are just a few of the topics. The teacher's guide contains programming ideas, discussion questions, and activity suggestions that can be used with the Moving Out booklet. The Appendix is a 20-page annotated list of materials on housing, money, credit, transportation, the marketplace, life style, and careers. tg/10,11,12,a

TX 167 A16 640

Available from: Alberta Consumer and Corporate Affairs
Cost: Free CDN

Auction, a Game for a Change (Game). San Diego: Creative Learning, 1982.

Catalogues, cards, various, guide.

Auction gives participants a chance to explore personal choices and put personal values to the test. Thirty lifestyle items are up for auction and students must decide how many units they are willing to spend for any given lifestyle. Prior to the auction students budget out their allotted 2000 units. Once the auction commences students are not bound to their budgeted amount but may over or underbid as in any real auction. The auction is used as a means to let students see for themselves how much they desire a certain lifestyle and how attitudes and values influence one's life choices. 5,6,7,8,9,10,11,12,a

BF 778 A92 1982 301.21

Available from: Home Economics School Service
Cost: $13.00 - $20.99

**B.C. Ministry of Consumer and Corporate Affairs.** Movin' On (Videocassette). Victoria: The Ministry, 1984.

1 videocassette. colour. 14 minutes 33 seconds. 1/2 in. and 3/4 in.

Movin' On: A Teacher's Guide (TX 167 B73 1984) reviewed elsewhere, explains that "while words emphasize practicial advice about choosing one's first apartment, the music, photographs and production techniques also address the emotional or romantic domain of this experience." This is particularly evident in the opening sequences which illustrate the significant element of nostalgia often associated with leaving home that is personal and sometimes difficult to articulate. This video should motivate discussion. 11,12,a

TX 167 B731 1984 640

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**B.C. Ministry of Consumer and Corporate Affairs.** Movin' On: A Teacher's Guide (Book). Victoria: The Ministry, 1984. unpaged.

This very brief teacher's guide to the video Movin' On (TX 167 B731 1984) reviewed elsewhere, divides the video into three parts: The Decision, The Method, and General Considerations, listing questions and discussion ideas for each. The presentation can be divided into three class periods or first used as an overview, then divided into discussion breaks. A "Movin' On" checklist provides opportunity for more detailed consideration. tg/11,12,a

TX 167 B73 1984 640

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Bingham, Mindy, and Edmondson, Judy. Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning (Book). Santa Barbara: Advocacy Press, 1983. 240p.

Like Challenges: A Young Man's Journal for Self-Awareness and Personal Planning (reviewed elsewhere), this journal/workbook was designed to help any young woman think about her future and the decisions she will have to make. Recording her dreams, her thoughts, her plans and completing the exercises will help her understand the realities of adulthood and help her make better decisons in her life. The book includes discussions on attitudes, values clarification, goal setting, decision-making, skills identification, career planning and family

planning. Brief index. The Instructor's Guide for "Choices" and "Challenges" (BF 698.8 I4 B513) is reviewed elsewhere. 9,10,11,12,a

BF 698.8 P44 B513 305.235

Available from: Social Studies School Service
Cost: $13.00 - $20.99

Bingham, Mindy; Edmondson, Judy; and Stryker, Sandy. Challenges: A Young Man's Journal for Self-Awareness and Personal Planning (Book). Santa Barbara: Advocacy Press, 1984. 240p.

This journal/workbook was written for any young man 14 through 20 years of age to "help him understand himself, his feelings, his relationships...and the inevitable choices he will make..." It is similar to the journal/workbook, Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning (BF 6988 P44 B513), which is reviewed elsewhere. The book includes discussions on attitudes, values clarification and goal setting, decision-making, skills identification, career planning and family planning. Brief index. The Instructor's Guide for "Choices" and "Challenges" (BF 698.8 I4 B513) is reviewed elsewhere. 9,10,11,12,a

BF 698.8 P43 B513 305.235

Available from: Social Studies School Service
Cost: $13.00 - $20.99

Camiel, Reva, and Michaelsen, Hila. First Time Out: Skills for Living Away from Home (Book). Sacramento: Jalmar Press, 1980. 220p.

Written for the young adult preparing to leave home, or who may have already left, this book addresses many areas of living on one's own. Money management, health, work and careers, and emergencies are just some of the topics dealt with in detail. It touches on other topics as well, such as the natural feelings of discomfort one may have when returning home. A unique chapter "Roots and Records" provides the young adult an opportunity to ask his parents about family history, health records and legal documents. Forms are included in which to list this information; forms are provided throughout the book for other useful lists. Rights, laws and information agencies are American, but there is enough material here to provide Canadians with a framework for decision-making. A short bibliography on each subject and an index conclude the book. 10,11,12

TX 167 C146 640

Available from: Jalmar
Cost: $6.00 - $12.99

Edelhart, Mike. Getting from Twenty to Thirty: Surviving Your First Decade in the Real World (Book). New York: M. Evans, 1983. 234p.

The transition from dependence to independence becomes firmly established during one's twenties. Young adults must learn to make real choices and choose a value system for themselves. This book helps the young adult cope with decisions in careers, family and finance during this decade of their lives. a

HQ 799.7 E32 1983 305.2350973

Available from: Beaverbooks
Cost: $6.00 - $12.99

Homes and Lifestyles: The Choice Is Yours (Kit). White Plains, NY: Guidance Associates, 1976.

5 filmstrips, 5 cassettes, teacher's guide.

The programs presented in this kit are designed to help students make rational decisions concerning issues facing them when they are living on their own. Topics covered include choosing a place to live, making decisions about day-to-day tasks of home management, and learning how to identify resources and alternatives. The teacher's guide provides learning objectives, previewing classroom exercises, discussion questions and activities for use after showing each filmstrip. tg/9,10,11,12,a

HD 7287.6 H7 640.73

Available from: Visual Education Centre
Cost: $175.00

Hoyt, Patricia. How to Get Started When You Don't Know Where to Begin (Book). New York: Harcourt, Brace, Jovanovich, 1980. 210p.

The author has written this book of helpful hints after helping four young people establish themselves away from home. She has discussed all the relevant topics such as furnishing the apartment, banking, getting a job, cars, clothing, and insurance. While American examples and sample forms have been used, the basic concepts are applicable in Canada. 9,10,11,12,a

HC 107 H85 640

Available from: Academic Press Canada
Cost: $6.00 - $12.99

Instructor's Guide for "Choices" and "Challenges" (Book). Santa Barbara: Advocacy Press, 1984. 111p.

Accompanies Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning and Challenges: A Young Man's Journal for Self-Awareness and Personal Planning which are reviewed elsewhere. The Instructor's Guide contains class organization plans, discussion outlines and resource lists. tg/9,10,11,12,a

BF 698.8 I4 B513 305.235

Available from: Home Economics School Service
Cost: $21.00 - $30.99

Kelly, Joan, and Chamberlain, Valerie. Survival: A Guide to Living on Your Own (Book). New York: McGraw-Hill, 1980. 308p.

By using this high school textbook, students will explore various aspects of independent living, including relationships with others, problem solving and how to be an informed customer. Other sections provide ideas on furnishing homes, choosing, buying, preparing food, and clothing issues. Each section includes a survival quiz, glamour capsule of different ideas, and specific activities for each topic. The accompanying Teacher's Manual (TX 167 K44A) gives learning objectives, class activities, puzzles, games, bulletin board ideas, and a test for each chapter in the text. It is listed elsewhere. 9,10,11,12,a

TX 167 K44 640

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Kelly, Joan, and Chamberlain, Valerie. Survival: A Guide to Living on Your Own: Teacher's Manual (Book). New York: McGraw-Hill, 1980. 150p.

Accompanies the text Survival: A Guide to Living on Your Own (TX 167 K44), which is reviewed elsewhere. tg/9,10,11,12,a

TX 167 K44a 640

Available from: McGraw Hill Ryerson
Cost: $6.00 - $12.99

Kidd, Ronald. Preparing to Live on Your Own (Kit). Chicago: Society for Visual Education, 1975.

4 filmstrips, 4 cassettes, teacher's guide.

This kit helps young people focus on basic information, skills, and attitudes they need to cope with living on their own. Budgeting, preparing and buying food, decorating and furnishing an apartment, housecleaning, as well as choosing a room-mate, dealing with loneliness, and establishing a new relationship with parents are topics discussed. Alternating narrators present information and advice from a male's and female's point of view. Photographs of the same male and female characters illustrate the narration. A realistic, interesting presentation. tg/10,11,12,a

TX 321 P91 640

Available from: Available on loan from Resource Centre
Cost: n.a.

Langer, Judith. Consumers in Transition: In-Depth Investigations of Changing Lifestyles (Book). New York: American Management Association, 1982. 66p.

This pamphlet presents a series of studies on three specific consumer lifestyle issues titled: "Family: By Choice", "Health as a Way of Life", and "The 50-Plus Market: Who Says I'm Old?" The findings from qualitative research methods - focus groups and depth interviews - reflect three trends: "the family unit is one based on caring relationships rather than solely on blood or marital ties; the health craze is 'in' but is not being embraced indiscriminately or without conflict; and the 50-plus generation is participating more, spending more, and expecting more." These trends mean possible implications for marketing, especially in advertising ideas and new product development. a,SEN

HC 110 C6 L33 658.8

Available from: American Management Association
Cost: $6.00 - $12.99

Lifestyles: Options for Living (Kit). Independent Living Program. New York: Butterick, 1976.

4 filmstrips, 4 cassettes, spirit masters, teacher's guide.

The Independent Living Program encourages the "development of responsibility and self-sufficiency" in young people. The concepts of "management, organization and planning as systems that enable people to maximize their effectiveness as consumers" are introduced in the programs. In Lifestyles, establishing a personal identity, independence, changing roles and changing lifestyles are explored as are value clarification and the decision-making

process. The filmstrips are entitled "What is a Lifestyle?", "Values, Goals, Decisions", "Making Changes", and "Decisions in Action." The Teacher's Guide contains a summary of the filmstrip, behavioural objectives, previewing and post-viewing strategies, suggestions for using the spirit masters and numerous class activities and assignments for each of the parts. 11,12

BF 778 L62 301.21

Available from: Butterick
Cost: n.a.

Making It on Your Own (Kit). Pasadena, CA: Barr Films, 1979.

5 filmstrips, 5 cassettes, teacher's guide.

The three topics in this kit are designed to help students be better prepared to cope with being on their own. The first section, "On Your Own", presents the personal philosophy and daily experiences of four young individuals as they handle life on their own. Section two, "Managing Your Money", discusses the management of personal finances when one receives his/her first paycheque. The final section, "Your Own Place", is concerned with the issues facing two friends when they decide to rent and share an apartment. These sections could be utilized separately or as an integrated whole unit. There is a detailed teacher's guide with suggested follow-up activities. The first section is available in film, On Your Own (CAF 154), reviewed elsewhere. tg/9,10,11,12,a

TX 326 M28 640.73

Available from: Available on loan from Resource Centre
Cost: n.a.

Managing on Your Own (Kit). Disney Life Skills Series. Burbank, CA: Walt Disney Educational Media, 1980.

9 filmstrips, 9 cassettes, spirit masters, teacher's guide.

The program is designed to help young people acquire skills necessary for day-to-day living now and for the rest of their lives. The fimstrip titles are: "Interpreting Advertising", "Understanding Contracts and Warranties", "Using a Newspaper", "Caring for Your Car", "Buying Automobile Insurance", "Using Energy and Utilities Wisely", "Understanding Interest and Finance Charges", "Using Leisure Creatively", and "Shopping for Clothes." Although an American series, the working vocabulary and the information provided will help young Canadians learn to live "on their own." tg/9,10,11,12,a

HF 538 M27 1980 640

Available from: McIntyre Educational Media
Cost: $475.00

**Mauthe, Keith.** Money Management and Consumerism in Today's Society (Book). Lethbridge: Lethbridge Community College, 1984. 85p.

The introduction explains that "Although developed for use with groups of inmates, the material is written for young people in general who are learning to live independently." The workbook is divided into areas ranging from discovering attitudes toward money and setting financial goals, through establishing a household, effective budgeting and credit buying, to exploring lifestyles and strategies for economizing. Questionnaires, activities and discussion topics supplement the text. Accompanied by Money Management and Consumerism in Today's Society: Instructor's Guide (HG 179 M448 M746 1984), which is reviewed elsewhere. 11,12,a

HG 179 M448 1984 640.73

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Mauthe, Keith.** Money Management and Consumerism in Today's Society: Instructor's Guide (Book). Lethbridge: Lethbridge Community College, 1984. 27p.

The suggestions, ideas, and strategies presented in the instructor's guide are designed to supplement the workbook material in Money Management and Consumerism in Today's Society (HG 179 M448 1984), reviewed elsewhere. tg/11,12,a

HG 179 M448 M746 1984 640.73

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

On Your Own (Film). Pasadena, CA: Barr Films, 1979.

16 mm. colour. 21 minutes.

This documentary-style film features interviews with four young people who discuss their personal values and individual lifestyles. The occupations represented are: traffic reporter/pilot, dory fisherman, personnel officer,

and policewoman. It is stressed that the individual must learn to be responsible for him/herself and be prepared to learn from good and bad decisions. Discussion questions are provided on the film can lid. This presentation is also available as a filmstrip/cassette version in Section One of the kit, Making it on Your Own (TX 326 M28), reviewed elsewhere. 9,10,11,12

CAF 154

Available from: Gordon Watt
Cost: Contact publisher

**Ontario Ministry of Consumer and Commercial Relations.** Consumers: Start Young! (Kit). Toronto: The Ministry, 1984.

67 slides, 1 cassette, resource manual, story/activity book, teacher's guide.

Preschool teachers interested in developing a consumer education program for children will find this kit helpful. Some of the topics explored by the authors are the socialization process, values and consumer education and the eductional needs of "special group" children. The teacher's guide outlines a potential curriculum program which identifies and introduces key consumer concepts, such as money, and provides each concept with a vocabulary list. Suggestions for class activities, related story books and possible field excursions are made. The resource manual briefly annotates selected books and also lists books by subject. The story/activity book is in picture book format, but its visual appearance would not naturally attract or interest a child. tg/p,k,1

TX 335 0782 1984 640.73

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: Limited distribution, contact publisher CDN

Survival After High School (Film). Lawrence, KS: Centron Films, 1981.

16 mm. colour. 17 minutes.

This film is a dramatization about a student who moves out from home for the summer and shares an apartment with his older brother. Emphasis is placed on the individual's responsibility regarding decision-making and personal freedom. Money management, food shopping, and landlord-tenant relations are highlighted. The videocassette (TX 167 S98) is reviewed elsewhere. 10,11,12,a

CAF 155

Available from: Magic Lantern
Cost: Contact publisher

Survival After High School (Videocassette). Lawrence, KS: Centron Films, 1981.

1 videocassette. colour. 17 minutes. 1/2 in. and 3/4 in.

The film with the same title (CAF 155) is reviewed elsewhere. 10,11,12,a

TX 167 S98 640

Available from: Magic Lantern
Cost: Contact Publisher

Survival Skills: Living on Your Own (Kit). New York: Educational Enrichment Materials, 1979.

5 filmstrips, 5 cassettes, teacher's guide.

The five programs discuss decision-making in the consumer areas of budgeting, shopping for food and clothing, choosing a place to live, and establishing credit. Questions and activities are listed for each topic. These are realistic portrayals of issues that high school students will soon face when living alone. tg/11,12,a

TX 335 S7 640

Available from: AIM Educational Aids
Cost: $100.00

Toward a Quality of Living (Kit). Consumer Education Modules. New York: J.C. Penney, 1976.

2 filmstrips, 2 cassettes, picture cards, posters, activity sheets, teacher's guide.

Examines the family as an ecosystem and as part of larger ecosystems. Materials could be used separately or as a unit to discuss various topics - the family, human ecology, the environment, resources, goals and values. Parts of this kit could be used with elementary students - photographs of possible family groupings, cartoon posters and filmstrips of individuals and the families interacting with their environment. tg/5,6,7,8,9,10,11,12

HM 35 T65 301.31

Available from: Available on loan from Resource Centre
Cost: n.a.

## C. ADVERTISING, MARKETING, SALESMANSHIP

Adbox: Advertising as Literature, Education, and Persuasion (Kit). Palentine IL: Learning Seed, 1978.

3 filmstrips, 4 cassettes, spirit master, teacher's guide.

This kit helps teach a critical attitude toward attempts to manipulate feelings and behaviour through advertising. Three cassette tapes entitled "Advertising as Education", "Advertising as Literature" and "Advertising as Sales Pitch" accompany the filmstrips. A teacher's handbook provides a copy of the narration and a guide to using the filmstrips as well as suggestions for using the fourth cassette, which presents fifteen advertising claims and is accompanied by a student worksheet. The handbook also lists some other films and books related to teaching about advertising. Although the advertisements depicted are American, this kit would be a useful tool in language arts, psychology, or consumer education courses. tg/9,10,11,12,a

HF 5826 A2 664.06

Available from: Learning Seed
Cost: $75.00

Advertising Box (Kit). Stockton, CA: Stevens & Shea, n.d.

2 games, mini-text,workbook,teacher's guide.

This kit assists students in gaining a better understanding of advertising. A mini-text introduces young people to various advertising techniques and a workbook enables students to analyze ads at home. Twenty-five copies of the two games and the mini-text are included. tg/7,8,9,10,11

HF 5823 A294 659.1

Available from: Stevens & Shea
Cost: $31.00 - $50.00

Advertising Messages and You (Kit). New York: Globe Book, 1979.

4 filmstrips, 4 cassettes, 8 masters, teacher's guide.

This kit is designed to introduce students to the processes involved in the creation and production of advertising messages and to teach the students to critically evaluate those messages. To influence one to buy a product is the core of most advertising and how this is accomplished is the focus of this kit. The first of four parts relates how and for what reasons ads are created, the second analyzes ad contents, the third addresses the subject of audience appeal, and the fourth examines the sponsor's rationale for funding advertisements. Totalling approximately forty-five minutes, the filmstrips are designed to attract and hold audience attention; familiar commercials such as Brut and Coca Cola are analyzed, and top advertising executives are interviewed. The teacher's guide, summarizes section objectives and suggests pre-and post-session questions for the students. Worksheets provide additional exercises. The filmstrip titles are: "The Product and the Message", "The Audience and the Message", "The Medium and the Message", and "The Sponsor and the Message." tg/7,8,9,10,11

HF 5832 AD96 659.1

Available from: Social Studies School Service
Cost: $100.00

Advertising Posters (Posters). Logan, IA: Perfection Form, 1974.

12 posters.

Each poster illustrates a different technique used to sell a common product. The appeals are used here to sell "the new softdrink, In-Cola." Useful support materials for mass media or propaganda analysis as well as consumer skills development. 8,9,10,11,12

HF 5823 A295 659.1

Available from: Social Studies School Service
Cost: $13.00 - $20.99

Advertising: The Image Makers (Kit). Middletown, CT: Xerox Corporation Publications, 1974.

1 filmstrip, 1 cassette, student guide, various, teacher's guide.

The "youth market" is one of the chief targets of this multi-billion-dollar industry. By using this multimedia program students will learn how to distinguish between factual information and unsupported claims; they will also be able to identify such emotional appeals as the fear of embarrassment or the desire for status. The program is also designed to teach students how to recognize and write slogans. The student workbook gives students practice in designing and executing layouts and planning and preparing a storyboard. The filmstrip is a step-by-step narrative of how a "real ad is conceived, developed and promoted." The script

is included in the teacher's guide. This guide also offers teaching strategies in each component. An attitudinal survey on TV advertising that the students could fill out should provide the instructor with an interesting class profile of attitudes and the standards students apply to advertising. tg/8,9,10,11,12

HF 5814 AD9 659.1

Available from: Edu-Media
Cost: n.a.

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Children's Advertising: A Parent's Workshop (Kit). Edmonton: The Department, 1981.

1 videocassette. colour. 12 minutes. 1/2 in. and 3/4 in; duplicating masters, teacher's guide.

This kit is a teacher's guide for conducting a workshop on children's advertising for parents with children 5 to 12 years of age. The objectives of the workshops are to assist parents in identifying the facts and central issues concerning children's advertising and to give them practical suggestions for use on a daily basis with their children. Discussion points and questions are provided for all aspects of the workshop including presentation notes for the film, Seeing Through Commercials. In the Appendices are duplicating masters, sample tip sheets, and lists of additional resources. The video, titled Seeing Through Commercials, and the film are reviewed elsewhere. tg/k,1,2,3,4,5,6

HE 8696 A13 659.1

Available from: Available on loan from Resource Centre
Cost: n.a. **CDN**

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Mom Buy Me That! (Book). Edmonton: The Department, 1981. 16p.

Mom Buy Me That! is an indispensible parents' guide to children's advertising. A colourful joint workbook for parents and their children aged 5 to 12, the booklet will help parents identify facts and issues concerning children's advertising. It also provides practical suggestions for use with their children; questions, discussions and a variety of activities are also suggested. The workbook contains puzzles, problems, and games that the children can choose to do by themselves. Mom Buy Me That! is colourful and attractive as well as practical and informative. tg/k,1,2,3,4,5,6

HQ 784 A16 659.1

Available from: Alberta Consumer and Corporate Affairs
Cost: Free **CDN**

Barnouw, Erik. Sponsor: Notes on a Modern Potentate (Book). New York: Oxford University Press, 1978. 220p.

The omnipresence and pervasive influence of television sponsors and their advertising is the subject of this study. The rise of the sponsor to his present state of power, his impact on network programming, and an assessment of how this dominance has manipulated our cultural mores and institutions are discussed. The role of commercialized television in the future and the prospects for noncommercial or public communication media are also examined in this enlightening critique. 11,12,a

HF 6146 T42 B35 659.1

Available from: Oxford University Press
Cost: $0 - $5.99

Bartos, Rena. Moving Target: What Every Marketer Should Know about Women (Book). New York: Free Press/MacMillan, 1982. 304p.

Essential reading for anyone who advertises or markets products to women. Women's changing demographics, their priorities and purchasing patterns are defined and explained in this study. Why women work, how women respond to the imagery of women in advertising, and how changes in the lives of women over the past ten years have affected their behaviour in the marketplace - media, fashion, homemaking, travel and money - are only a few of the aspects covered in this demographic profile of the working woman consumer. Index. a

HC 110 C6 B33 658.8

Available from: Collier MacMillan Canada
Cost: $21.00 - $30.99

Cohen, Dorothy. Consumer Behavior (Book). New York: Random House, 1981. 509p.

This introduction to the field offers "practical applications of concepts, developed from a variety of disciplines, to marketing situations." Communication theory and societal concerns are areas likely to generate interest in the '80s; they are among the topics emphasized. Index. a

HC 79 C6 C63 658.834

Available from: Randcm House of Canada

Cost: $31.00 - $50.00

Consumer Awareness (The Hook) (Kit). Kalamazoo, MI: Interpretive Education, 1979.

1 cassette, workbook, teacher's guide.

This kit covers both advertising and buying. To help understand advertising, it looks at the techniques and purpose of advertising. Developing good buying habits, planning and evaluating choices within our limits are discussed. tg/6,7,8,9

HF 5827 C65 659.1

Available from: Guidance Associates
Cost: $13.00 - $20.99

Consumer Power - Advertising (Film). n.p: BFA Educational Media, 1971.

16 mm. colour. 22 minutes.

Ralph Nader, well-known consumer advocate, and Ted Factor, advertising executive for Volkswagon, present opposing sides of the advertising debate. Nader attacks the goals and techniques of advertising while Factor defends advertising's purpose and function. Nader cautions consumers to be aware of advertising's persuasive techniques and to compare similar products before buying. A western-rock theme song about consumer power breaks up the interview-lecture format of the film. This open-ended film encourages discussion about the morality of advertising, the role of consumer protection agencies and individual action. A short synopsis and discussion questions are included. 10,11,12,a

CAF 102

Available from: Holt, Rinehart and Winston of Canada
Cost: $285.00

**Courtney, Alice E., and Whipple, Thomas W.** Sex Stereotyping in Advertising (Book). Lexington, MA: Lexington Books, 1983. 239p.

Basically a review and analysis of the literature that documents the portrayal of the sexes in advertising, Sex Stereotyping also discusses ways to change this portrayal. The first section is a literature review of materials dealing with the portrayal of men and women in ads, attitudes toward gender advertising and the social effects of this type of advertising. The second section deals with more recent literature on sexual stereotyping and its effectiveness in advertising. The final section presents possible strategies for change. These strategies include the use of regulations, more research, and educating the advertiser. Courtney is associate professor of Marketing at York University in Toronto, while Whipple is a professor of Marketing at the Cleveland State University. Index. a

HF 5827 C672 1983 659.1042

Available from: D.C. Heath Canada
Cost: $31.00 - $50.00 CDN

Crone, Tom. What's Going on Here? A Study of Media and Propaganda (Kit). St. Paul, MN: EMC Corporation, 1972.

5 filmstrips, 5 cassettes, teacher's guide.

Discussion centres on the power of media, propaganda, appeals to needs, the power of words, semantic devices, the effects of colour, shape and placement, the importance of analyzing messages and being aware of emotional factors which work against rational judgement. tg/8,9,10,11,12

P 90 T59 301.161

Available from: Marvin Melnyk
Cost: $125.00

**Darmon, Rene Y., and Laroche, Michel.** Advertising Management in Canada (Book). Toronto: John Wiley & Sons Canada, 1984. 577p.

The authors hope to provide "readers with the theoretical knowledge and practical skills required to make advertising decisions within Canada's market environment." The text is divided into five sections: the role and function of advertising, the structure and role of advertising organizations, opportunity analysis, management of advertising programs, and the social and economic effects of advertising on Canadian society. Chapters conclude with summaries, study questions and case studies. Useful in post secondary marketing classes. Includes indexes and glossaries. a

HF 5823 D37 659.1710971

Available from: John Wiley & Sons Canada
Cost: $31.00 - $50.00 CDN

De Bruicker, Stewart F., and Ward, S. Cases in Consumer Behavior (Book). Englewood Cliffs, NJ: Prentice-Hall, 1980. 415p.

Sixteen cases have been presented to provide the basis for class discussions concerning marketing management. The emphasis is to have students learn an analytical process that can be adapted to a variety of marketing managers' situations. Three types of consumer behaviour have been examined: routine purchasing, extensive problem solving behaviour, and three special cases in the non-profit and public policy contexts. The management problems involve important decisions from actual companies operating in the U.S. 11,12,a

HF 5415.3 D42 658.8

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99

Doublespeak Box: Reading the Information Environment (Kit). rev. ed. Kildeer, IL: Learning Seed, 1982.

2 filmstrips, 2 cassettes, guide.

This kit attempts to help students become aware of the honest, persuasive communication as well as the deceptive communication around them. Specific examples illustrate how advertisers use "doublespeak" - hidden messages, halftruths, confusion, and emotional manipulation - to sell products. Exercises give students an opportunity to develop their own doublespeak vocabulary and advertisements. An interesting, lively presentation. tg/8,9,10,11,12

P 90 D65 1982 659.1

Available from: Learning Seed
Cost: $31.00 - $50.00

Ewen, Stuart. Captains of Consciousness (Book). New York: McGraw-Hill, 1976. 261p.

This fascinating book traces our conditioning process back to its historical roots in the early years of this century, particularly the 1920s. It presents a study of the emergence of important aspects of American industrial culture: mass consumption, modern advertising, advertising as a social problem, political ideologies of consumption and how all this affects family life. a

HF 5814 E3 338.09

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Goffman, Erving. Gender Advertisements (Book). New York: Harper & Row, 1976. 84p.

A social scientist takes a penetrating look in this monograph at the way women are portrayed in advertisements. Over 500 illustrations point to the more subtle techniques used to depict women as subordinate or child-like. The pictures are grouped so that the majority illustrate gesture, expression, or posture that seems natural for one of the sexes, but the last picture in each series shows the same pose or behaviour with the sexes switched. Commentary is made in the text on cultural and social implications, but the most striking conclusions are gained from the reproduced advertisements themselves. 11,12,a

HF 5827 G55 659.13

Available from: Fitzhenry & Whiteside
Cost: $0 - $5.99

Harty, Sheila. Hucksters in the Classroom: A Review of Industry Propaganda in Schools (Book). Washington, DC: Center for the Study of Responsive Law, 1979. 190p.

This report provides the results of a thorough investigation into the educational efforts of American industrial organizations. The intention is to make educators more aware of the inherent dangers in having promotional materials heavily represented in the classroom situation. Many advertising aspects of sponsored materials are revealed by looking at examples from electric utilities, corporations, and national trade associations. Review and evaluation is suggested by using available guides and by having an established school policy. Professional reading. tg

TX 147 H25 659.1

Available from: Center for the Study of Responsive Law
Cost: $6.00 - $12.99

Interact, Unit II (Kit). Belmont, CA: Pitman, 1974.

2 filmstrips, 2 cassettes, student activity workbook, teacher's guide.

Topics are advertising and comparison shopping. Visual content is appealing and the narration is interesting. The student booklet encourages students to think about the psychology of advertising and whether they always purchase what they set out to. The teacher's guide provides scripts, answers and suggestions for further activities. tg/9,10,11,12,a

TX 167 IN84 Unit II 659.1

Available from: Copp Clark Pitman
Cost: $100.00

Just Pennies a Day (Film). Madison: University of Wisconsin, 1973.

16 mm. colour. 4 minutes.

A realistic role-playing situation involving a young married couple and the infamous encyclopedia salesman. The salesman illustrates various sales tactics such as the phoney gimmick, the "free gift offer", the "once-in-a-lifetime" deal, and the "I'm a canvasser" cover-up. In conclusion, the characters outline the sales tactics demonstrated and the expensive consequences of falling prey to them. The colour is vivid and clear, the situations realistic and relevant to consumers, and the brevity of the film enhances the points made and eliminates boredom. 10,11,12,a

CAF 105

Available from: University of Wisconsin
Cost: Contact publisher

Key, Wilson Bryan. Clam-Plate Orgy; And Other Subliminals the Media Use to Manipulate Your Behavior (Book). Englewood Cliffs, NJ: Prentice-Hall, 1980. 209p.

Key has written his third book on subliminal phenomena in advertising due to his belief that the general public is not aware of their own brainwashing. We live in a media-dominated environment where advertising agencies utilize behaviour modification through subliminal techniques such as camouflage of sexual connotations. There are many examples and illustrations, including Canadian ones, to reinforce the author's arguments. a

P 96 P75 K4 659.1

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99

Key, Wilson Bryan. Subliminal Seduction (Book). New York: NAL, 1974 (1981). 220p.

The author tries to make consumers aware of the advertising media's manipulation of minds. He explains use made in many ads of the highly developed art of camouflage and exposes the sexual assault by devices the conscious mind cannot detect. This book tells how to find out what is being done to you, how it is being done, and how you can protect yourself against a media that is manipulating your mind for your money. a

HF 5827 K38 1981 659.111

Available from: New American Library
Cost: $0 - $5.99

Killing Us Softly (Film). Cambridge, MA: Cambridge Documentary Films, 1979.

16 mm. colour. 28 minutes.

This is a film of a presentation given by Jean Kilbourne about the psychological and sexual themes in advertising campaigns directed towards women. The speaker uses ads from a variety of media to demonstrate the manipulations that advertisers use to sell cosmetics, hygiene products, drugs, and other consumer items. Listeners are encouraged to be aware of the stereotyping present in gender advertising. The techniques used in selling products should be taken seriously as a powerful form of cultural conditioning. American consumer groups who are protesting this type of advertising are identified for the audience. Also available in videocassette (HF 5827 K34), which is reviewed elsewhere. 11,12,a

CAF 153

Available from: Kinetic Film Enterprises
Cost: Contact publisher

Killing Us Softly (Videocassette). Toronto: Kinetic Film Enterprises, n.d.

1 videocassette. colour. 28 minutes. 1/2 in.

A videocassette of the presentation given by Jean Kilbourne about the psychological and sexual themes in advertising campaigns directed towards women.

The Resource Centre also has the original 1979 film (CAF 153), which is reviewed elsewhere. 11,12,a

HF 5827 K34 659.1

Available from: Kinetic Film Enterprises
Cost: Contact publisher

Kingsland, Terry, and Polsinelli, Karen. Propaganda: What Can You Believe? (Kit). Pleasantville, NY: Sunburst Publications, 1983.

45 activity cards, 14 worksheets, game, record sheets, teacher's guide.

This kit is designed to help children recognize, understand and analyze propaganda messages, especially those in advertising. The program is organized in six major units: examining values, knowing the audience, recongnizing the

techniques, propaganda challenge game, using the media, and "On Your Own" in which students design, implement, and evaluate their own propaganda campaigns. Students are encouraged to gather information from outside resources while working through the units. Designed for individualized instruction, students work through the concepts using a combination of activity cards and worksheets. The program is designed to be used by students in grades 5-8 who are advanced in their ability to use higher level thinking skills. tg/5,6,7,8,ADV

HF 5832 K613 301.161

Available from: Social Studies School Service
Cost: $100.00

Langer, Judith. Consumers in Transition: In-Depth Investigations of Changing Lifestyles (Books). New York: American Management Association, 1982. 66p.

This pamphlet presents a series of studies on three specific consumer lifestyles issues: "Family: By Choice", "Health as a Way of Life", and "The 50-Plus Market: Who Says I'm Old?" The findings from qualitative research methods - focus groups and in-depth interviews - reflect three trends: "the family unit is one based on caring relationships rather than soley on blood or marital ties; the health craze is 'in' but is not being embraced indiscriminately or without conflict; and the 50-plus generation is participating more, spending more, and expect more." These trends mean possible implications for marketing, especially in advertising ideas and new product development. a,SEN

HC 110 C6 L33 658.8

Available from: American Management Association
Cost: $6.00 - $12.99

Loudon, David L., and Della Bitta, Albert J. Consumer Behavior: Concepts and Applications (Book). 2d ed. McGraw-Hill Series in Marketing. New York: McGraw-Hill, 1984. 727p.

This university level textbook emphasizes the "application of conceptual material to marketing strategies and decision making in the private, public, and nonprofit sectors." This edition comprises five major sections: studying consumer behaviour, understanding consumers and market segments, environmental influences on consumer behaviour, individual determinants of consumer behaviour, and consumer decision processes. An index is provided. a

HF 5415.3 L68 658.834

Available from: McGraw-Hill Ryerson
Cost: $31.00 - $50.00

Nickels, William G. Marketing Principles (Book). 2d ed. Englewood Cliffs, NJ: Prentice-Hall, 1982. 648p.

Written for introductory marketing courses at colleges and universities, Marketing Principles is also appropriate as reading material for educators. Its coverage includes consumer markets and buying behaviour, advertising, the role of buyers in marketing and the social issues involved in the marketing process. Ths comprehensive text also recognizes a broadened concept of marketing and covers nonbusiness organizations, service marketing and international marketing. This-up-to-date text is accompanied by Marketing Principles: Study Guide (HF 5415 N472 1982), which is reviewed elsewhere. tg/a

HF 5415 N47 1982 658.8

Available from: Prentice-Hall Canada
Cost: $31.00 - $50.00

Nickels, William G. Marketing Principles: Study Guide (Book). 2d ed. Englewood Cliffs, NJ: Prentice-Hall, 1982. 135p.

Accompanies Marketing Principles (HF 5415 N47 1982) reviewed elsewhere, and contains chapter summaries, programmed learning exercises and a variety of questions. a

HF 5415 N472 1982 658.8

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99

Nutrition...It's Not Magic (Kit). Calgary: ACCESS Alberta, 1983.

1 videocassette. colour. 12 minutes 40 seconds. 1/2 in.; teacher's guide.

Through the use of the video "Why Did You Buy That?" and activities suggested in the teacher's guide, children in grades 3 to 6 "should become aware of the impact that advertising has on food buying and eating habits." The teacher's guide lists objectives, materials, activities, and additional resource materials for each grade. The video was produced by B.C. Tree Fruits and Sun Rype Products. tg/3,4,5,6

TX 335 N98 1983 641.1

Available from: ACCESS Network
Cost: Cost of tape, contact ACCESS Network CDN

O'Toole, John. Trouble with Advertising (Book). New York: Chelsea House, 1981. 245p.

An insider explains what's wrong with advertising in America and "what's right with it, how it works and how it can be made to work better." He also tries to demonstrate its necessity in today's economy and how both the advertiser and the consumer will benefit when it is "made to work better." Among the topics discussed are false and misleading advertising, responsibilities, and advertising people, agencies and clients. Written with clarity and wit this examination would be interesting supplementary reading. 11,12,a

HF 5821 O86 659.1

Available from: John Wiley & Sons Canada
Cost: $13.00 - $20.99

Packard, Vance. Hidden Persuaders (Book). rev. ed. New York: Pocket Books, 1980. 288p.

A revised edition of "the classic examination of how the media manipulate what you think, what you feel and what you spend!" This edition has been updated to include the latest probing and manipulating techniques used by advertisers and professional persuaders in the 1980's. The reader is given a chilling insight into the use of science and technology to coerce consumers into accepting ideas or buying products. This book looks at how technology operates, how it is used to find out more about consumers and how this information is used to sell almost anything. An index is included. a

HF 5832 P12 1980 301.6

Available from: PaperJacks
Cost: $0 - $5.99

Pei, Mario. Weasel Words: The Art of Saying What You Don't Mean (Book). New York: Harper & Row, 1978. 208p.

"Weasel words" are words which greatly modify or negate the meanings of other words, and any discussion of this topic must therefore be concerned with vocabulary, semantics, and language in general. This book also includes discussion of mass media, communication techniques, and the use of specialized languages in the fields of advertising, science, sports, and education. The section most relevant to consumer education are those on advertising and the mass media which occupy a significant portion of the book. 11,12,a

P 305 P4 422

Available from: Fitzhenry & Whiteside
Cost: $13.00 - $20.99

Percy, Larry, and Woodside, Arch G. Advertising and Consumer Psychology (Book). Lexington, MA and Toronto: Lexington Books, 1983. 400p.

Papers presented at an advertising and consumer psychology workshop are the basis of this book. The papers cover five areas: in search of how advertising works, cognitive responses to advertising, effects of manipulating advertising variables on consumer psychological processes, brain-wave response to advertising, and structures of psychological responses to advertising. Included are author and subject indexes and a list of references. a

HF 5822 P42 659.1019

Available from: D.C. Heath Canada
Cost: $31.00 - $50.00

Persuasion Box (Kit). Palatine, IL: Learning Seed, 1974.

1 film, 1 filmstrip, spirit master, 2 games, teacher's guide.

This comprehensive kit looks at advertising as a powerful form of mass-persuasion. In the filmstrip "From Symbols to Psycho-Sell" each frame depicts an advertisement worthy of close examination in order to learn its persuasive techniques. An accompanying twelve-page guide provides an analysis of the ads that can be used as a "script" or as teaching notes to aid discussion. The guide also offers some suggestions for using the other parts of the kit such as the paperback, I Can Sell You Anything or the spirit master entitled "The Art of Honest Deception". "The Claim Game" tests knowledge of the material presented on the spirit master while "The Propaganda Game" seeks to extend the understanding of propaganda beyond theory to real life. A 16mm film of a television commercial serves as a final review or as the subject for an essay exam. tg/9,10,11,12

HC 79 P41 659.1

Available from: Learning Seed
Cost: $31.00 - $50.00

Ploutz, Paul F. Rip Off: A Consumer Education Game (Game). Athens, OH: Educational Games, 1975.

Various.

Based on the "appeals" advertisers use to sell products. Players must identify thappeal used - scientific claim, sex, socia status - to sell various products advertised on product cards. Odd jobs and liquidation cards help aid in eliminating product cards and help vary play. An easy-to-play game for use as a recreational or motivational activity with a unit on advertising. 7,8,9,10,11,12,a

HF 5832 R48 659.1

Available from: Union Printing
Cost: n.a.

Promises (Film). Santa Monica: Ramsgate Films, 1978.

16mm. colour. 21 minutes.

Stacey Keach narrates this film which explores the various tactics used in advertising. Techniques include intrusiveness, slogans, demonstrations, interviews, implied promises, authority figures and fear tactics. A brief discussion is also provided on how commercials stereotype people according to sex and age; how advertising is used in political campaigns; and how the consumer can counteract offensive advertising. Each of the tactics described is introduced by a mime actor and a show card. A humorous advertisement follows which illustrates and often explains the technique. These sample ads can be easily related to commercials seen everyday. Keach then summarizes the technique and adds information on how it is developed and why advertisers use it. The film is well-paced and follows a logical progression. Teachers and leaders requiring information on advertising techniques will find it both informative and entertaining. 7,8,9,10,11,12,a

CAF 146

Available from: International Tele-Film Enterprises
Cost: Contact publisher

Québec. La Société du Consommation. Kebekio and Tom Thumb (Videocassette). Calgary: ACCESS Alberta, 1980.

1 videocassette. colour. 15 minutes. 1/2 in. and 3/4 in.

Kebekio and Tom Thumb are animated paper puppets who become lost in "The Land of I Want". Throughout their adventure, they talk about television commercials and the difference between junk food and nutritious food. They escape from a giant by persuading him to eat too many junk foods until he is full. The cartoon-style of this story will appeal to children in the lower primary grades. p,k,1

TX 335 Q3 659.14

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

Rank, Hugh. Pitch: How to Analyze Ads (Book). Park Forest, IL: Counter-Propaganda Press, 1982. 205p.

Propaganda, or organized persuasion, involves a variety of subject matter from consumer products to political and governmental policies or social and religious ideas. It is big business in today's world. Analyzing advertising is one way to start analyzing propaganda and The Pitch provides some tools for analysis of common everyday ads. a

HF 5821 R26 1982 659.1

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Report on Television Advertising to Children (Book). Washington, DC: U.S. Federal Trade Commission, 1978. 346p.

This report provides a detailed consideration of the effects of television advertising on children. Specifically it focuses on commercials for sugared products which are viewed as nutritional and dental hazards. The selling techniques and themes are examined closely for evidence of unfair and deceptive acts. Parents and teachers will find the book interesting, informative, and useful for teaching and personal purposes. a

HF 5832 Un32 301.161

Available from: Pendragon
Cost: n.a.

Rotenberg, Ronald H. Advertising: A Canadian Perspective (Book). Toronto: Allyn and Bacon, 1986. 228p.

This comprehensive overview of advertising in Canada today was written for students and practitioners alike. The author describes the differences in advertising between Canada and the United States, the role of the advertising agency and the various media used. He discusses advertising research and social, legal and ethical issues in Canadian advertising. Each chapter contains charts, statistical data and questions for discussion. Appendices list the federal and provincial laws governing

advertising as well as the industry's self-regulating measures. 11,12,a

HF 5813 C3 R67 1985 659.10971

Available from: Allyn and Bacon
Cost: $13.00 - $20.99 CDN

**Saskatchewan Consumer and Commercial Affairs.** Advertising (Kit). Regina: The Department, 1982.

1 volume.

Designed to help consumers analyze the advertising that surrounds us and recognize the techniques used to influence us. The teaching package consists of six sections dealing with advertising's influence and techniques, advertising and women, advertising and children, and food. A "buyers guide" is another component. tg/11,12,a

HF 5823 S28 659.1

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

Schrank, Jeffrey. Advertising Analysis (Kit). Palatine, IL: Learning Seed, 1980.

38 slides, guide.

Thirty-eight ads are analyzed in detail for their "persuasive language, psychological selling techniques and sociological meaning." The value of advertising as both "a mirror of society and a creator of social values" is illustrated in the thirty-eight slides; they range in subject from Lysol's "cleanliness is next to Godliness" to Enjoli's "down with the old stereotypes...bring on superwoman." Useful for courses dealing with persuasion, popular culture, current social values, doublespeak, and semantics as well as advertising. 11,12,a

HF 5832 S24 1980 659.1

Available from: Learning Seed
Cost: $31.00 - $50.00

Schudson, Michael. Advertising, the Uneasy Persuasion: Its Dubious Impact on American Society (Book). New York: Basic Books, 1984. 288p.

Schudson's observations on the role of advertising on the economy and in the shaping of American society are "provocative, lucid, and careful." He concludes that advertising's power to sell goods is severely limited to reinforcing consumer wants, not creating them. More problematic is the role of advertising as a socializing force which perpetuates empty values and false messages. Index. a

HF 5813 U6 S38 1984 659.1

Available from: Fitzhenry & Whiteside
Cost: $21.00 - $30.99

Schwartz, Tony. Responsive Chord (Book). Garden City, NY: Anchor Books, 1974. 173p.

The author believes that "advertising, politicians and educators use a model of communication long outmoded by the arrival of electronic media". He thus presents a communication theory based on his "resonance principle" whereby the listener's or viewer's stored information (and experience) is an indispensable component--a seemingly obvious but very often ignored fact. Various aspects of advertising and the consumer or consumer group are touched upon as well. Certainly an intriguing book, written in a stimulating style, it would be useful only as supplemental reading in a comprehensive teaching program on advertising. a

HF 5832 SC95 301.161

Available from: Doubleday Canada
Cost: $0 - $5.99

Seeing Through Commercials (Film). Los Angeles: Vision Films, n.d.

16 mm. colour. 15 minutes.

Fictitious T.V. commercials for fictitious products with appeal for children are used to demonstrate how sound effects, camera angles, lighting, and advertising disclaimers are employed to sell products. The film concludes with a commercial simulation featuring many of the techniques demonstrated in the film. Students must analyze how and why the techniques are used. Aimed at students ages 8 - 13, the film is an entertaining introduction to T.V. advertising and will challenge children and older viewers to critically evaluate T.V. commercials. Some of the advertising legislation applies to the U.S. only, but this does not detract from the film's value. A brief study guide is included. 1,2,3,4,5,6,7,8,9

CAF 147

Available from: Available on loan from Resource Centre
Cost: n.a.

Available from: Available on loan from Resource Centre
Cost: n.a.

Seeing Through Commercials (Videocassette). Los Angeles: Vision Films, n.d.

1 videocassette. colour. 12 minutes. 1/2 in. and 3/4 in.

The video is also part of the teaching package Children's Advertising: A Parent's Workshop (HE 8696 A13), reviewed elsewhere. The film titled Seeing Through Commercials (CAF 147), is reviewed elsewhere. 1,2,3,4,5,6,7,8,9

HE 8696 S3 301.161

Available from: Gordon Watt
Cost: Contact publisher

Six Billion Dollar Sell (Film). Mount Vernon, NY: Consumers Union/Films Incorporated in cooperation with the New York State Consumer Protection Board, 1976.

16mm. colour. 15 minutes.

Attempts to develop an awareness in children and young adults of various advertising techniques: word games, giveaways, promises, and brand loyalty for example. Actual commercials, dramatized commercials, young adult narrators, and a children's discussion group examine advertising techniques in an interesting, active presentation. This excellent film has applications in many subject areas at all grade levels. 5,6,7,8,9,10,11,12,a

CAF 138

Available from: Visual Education Centre
Cost: Contact publisher

Spend, Spend (Film). n.p: King Broadcasting/BFA Educational Media, 1971.

16mm. colour. 11 minutes.

A young boy spends his earnings on an iridescent green model sports car which he has seen advertised. He assembles it, tries it out, and is very disappointed when it falls to pieces. Discouraged, he asks the garage mechanic for advice and gets it: "Put it in a box and send it back ...". Excellent characterization and the use of one dramatic situation will stimulate discussion among children about advertising pitfalls, consumer action alternatives, and decision-making with regard to spending savings. 4,5,6,7

CAF 120

Stratton, John S. Of Women and Advertising (Book). Toronto: McClelland and Stewart, 1984. 174p.

The major consumer is a woman with children who goes to a shopping mall several times a week. She is the target for the bulk of advertising; if she is a victim, she is partly to blame. Stratten explains that women buy more than 80 percent of consumer goods and spend 70 percent of the billions of dollars allocated to consumer goods. Women, then, direct advertising. If they don't like it, they shouldn't buy the product and it will disappear. The book concludes with an appendix of advertising rules and regulations and a list of suggested reading. a

HF 5821 S76 1984 659.1

Available from: McClelland and Stewart
Cost: $13.00 - $20.99 CDN

Teringo, Robert, and Sweet, Robert. Mind Benders (Book). Toronto: McGraw-Hill Ryerson, 1969. 96p.

The Mind Benders begins with some visual exercises with which the reader can test his perceptual abilities. From there the book goes on to discuss some specific techniques which are used in advertising, radio, films, print and music to manipulate perception so as to elicit a certain desired response. 8,9,10,11,12

HF 5832 T27 301.16

Available from: McGraw-Hill Ryerson
Cost: $0 - $5.99 CDN

Understanding Advertising (Kit). Butterick Consumer Education Series. New York: Butterick, 1981.

1 filmstrip, 1 cassette, teacher's guide.

Teenagers are given the opportunity to take a closer look at the world of advertising - its positive and negative aspects and the effort required to produce an ad - as well as practice in analyzing the final product. The Educator's Guide offers suggestions for teaching techniques and options for opening and closing the program. Activity sheets explore such topics as the differences among ads in various types of media and the characteristics of television commercials aimed at children. tg/7,8,9,10

HF 5823 U5 659.1

Available from: Social Studies School Services
Cost: $31.00 - $50.00

Understanding Advertising (Kit). Insights into Consumerism. New York: J.C. Penney, 1973.

Fact sheets, activity sheets.

A portfolio of information on advertising, the influence of advertising and other aspects of the subject from an uncritical point of view. The writers take the position that advertising reduces the cost of research by "identifying buyers and sellers" and by providing "much needed information". Activities include carrying out an ad campaign and distributing a questionnaire. 10,11,12

HF 5814 UN2 659.1

Available from: Available on loan from Resource Centre
Cost: n.a.

Wesley, John. Agency: A Simulation of Competing Advertising Agencies Utilizing Various Communication Skills (Kit). Lakeside, CA: Interact, 1977.

Student guides, teacher's guide.

The overall objective of the activities is to give students insight into the psychology and production of advertising in America. Students are expected to work in small groups as advertising agencies to develop campaign strategies for one of several supplied products. These ad packages are then presented for peer group evaluation utilizing the provided judge's rating form. The suggested time period is three weeks and daily lesson plans have been provided. tg/9,10,11,12

HF 5821 W51 659.1

Available from: Interact
Cost: n.a.

Wright, John S.; Winter, Willis L.; and Zeigler, Sherilyn. Advertising (Book). 5th ed. New York: McGraw-Hill, 1982. 543p.

This introductory text on advertising focuses primarily on general principles and broad viewpoints of the advertising market. It includes a large section on planning and managing the advertising campaign. 11,12,a

HF 5823 W7 1982 659.1

Available from: McGraw-Hill Ryerson
Cost: $31.00 - $50.00

You Irresistible You (Film). New York: Educational Broadcasting Corporation, 1975.

16mm. colour. 11 minutes.

Marshall Efron presents a spoof on advertising and some of the methods used in sensitizing consumers to a need for products. Efron demonstrates male cosmetics and grooming aids whose advertisements claim they are essential for the "total man" to be virile, suave, and manly. He relates his experiences with deceptive advertising when buying a water bed, and dejectedly points out that although the "now" people in advertising promised a glamorous, cool image that would attract the ladies, he never did get a playmate. The spoof is an effective way of presenting information about the techniques used by advertisers to create in people a desire for products. The videocassette (HG 5827 Y79) is reviewed elsewhere. 9,10,11,12,a

CAF 126

Available from: Marlin
Cost: Contact publisher

You Irresistible You (Videocassette). New York: Educational Broadcasting Corporation, 1975.

1 videocassette. colour. 11 minutes. 1/2 in. and 3/4 in.

The film with the same title (CAF 126) is reviewed elsewhere. 9,10,11,12,a

HG 5827 Y79 659.1

Available from: Marlin
Cost: Contact publisher

You, the Consumer (Kit). Chicago: Society for Visual Education, 1974.

4 filmstrips, 2 cassettes, teacher's guide.

The kit covers marketing analysis, the influence of advertising and the relationship among production, advertising and consumption. Information is presented through short dramatizations, photographs and varied narration. tg/4,5,6,7

HC 79 C63 Y8 338.52

Available from: Moyer Vico
Cost: $200.00

Youth and the Media Marketing (Kit). Universal City, CA: Universal Education and Visual Arts, 1975.

4 filmstrips, 4 cassettes, teacher's guide.

Reveals what goes on behind the scenes in the marketing process to give viewers the information needed to form smart consumer habits. Filmstrip topics are: the evolution of advertising media and ethics, the procedures and people involved in marketing techniques, the motivation of teenage consumers, and consumer action. tg/7,8,9,10,11

HF 5832 Y8 659.1

Available from: Scholar's Choice
Cost: $75.00

**Zarry, Peter T., and Wilson, Robert D., eds.** Advertising in Canada: Its Theory and Practice (Book). Scarborough: McGraw-Hill Ryerson, 1981. 450p.

Eleven experts in different advertising fields in Canada have contributed to this first Canadian textbook on advertising. Chapters cover various aspects of advertising: strategy, creativity, production, research, and the law. The (French-Canadian) Quebec market and advertising is considered in one chapter. Fourteen selected statutes, regulations, and codes have been reproduced in the appendix. 9,10,11,12,a

HF 5813 C2 A49 659.1

Available from: McGraw-Hill Ryerson
Cost: $31.00 - $50.00 **CDN**

## D. CONSUMERS

### i. GENERAL

Bartos, Rena. Moving Target: What Every Marketer Should Know about Women (Book). New York: Free Press/MacMillan, 1982. 304p.

Essential reading for anyone who advertises or markets products to women. Women's changing demographics, their priorities and purchasing patterns are defined and explained in this study. Why women work, how women respond to the imagery of women in advertising, and how changes in the lives of women over the past ten years have affected their behaviour in the marketplace - media, fashion, homemaking, travel and money - are only a few of the aspects covered in this demographic profile of the working woman consumer. Index. a

HC 110 C6 B33 658.8

Available from: Collier MacMillan Canada
Cost: $21.00 - $30.99

**Canada Consumer and Corporate Affairs.** Marketplace Forum Proceedings (Book). Ottawa: The Department, 1984. 59p.

The Forum provided an opportunity for various organizations to exchange views about the concerns of elderly and young consumers. Four topics were discussed in particular: independent living needs, special services needs, impact of technology and income, and participation in the development of public policy. Professional reading. tg/a,SEN

HF 5353 C16 1984 658.8

Available from: Canada Consumer and Corporate Affairs
Cost: Limited Distribution, contact publisher **CDN**

**Canada Consumer and Corporate Affairs.** Youth as Consumers in Canada: A Monograph (Book). Ottawa: The Department, 1984. 31p.

This introduction to youth - basic and statistical information identifying characteristics, demographics and trends - is not intended as an analysis of youth's consumer problems but is for use by Consumer Services staff "in their liaison activities with consumer organizations working with or on behalf of youth." Professional reading. tg

HC 107 C16 1984 658.8

Available from: Canada Consumer and Corporate Affairs
Cost: Limited distribution, contact publisher **CDN**

**Canadian Council on Children and Youth.** Youth as Valuable Consumer: Adrift without a Rudder (Book). Ottawa: Canada Consumer and Corporate Affairs, 1984. 21p.

The report attempts to "detail the reasons why young people are presently vulnerable in the marketplace, why their consumer needs require immediate attention, and how the needs of

young people as consumers can be addressed." Professional reading. tg

HC 107 C161 1984 362.7

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Cohen, Dorothy. Consumer Behavior (Book). New York: Random House, 1981. 509p.

This introduction to the field offers "practical applications of concepts, developed from a variety of disciplines, to marketing situations." Communication theory and societal concerns are areas likely to generate interest in the '80s; they are among the topics emphasized. Index. a

HC 79.C6 C63 658.834

Available from: Random House of Canada
Cost: $31.00 - $50.00

De Bruicker, Stewart F., and Ward, S. Cases in Consumer Behavior (Book). Englewood Cliffs, NJ: Prentice-Hall, 1980. 415p.

Sixteen cases have been presented to provide the basis for class discussions concerning marketing management. The emphasis is to have students learn an analytical process that can be adapted to a variety of marketing managers' situations. Three types of consumer behaviour have been examined: routine purchasing, extensive problem solving behaviour, and three special cases in the non-profit and public policy contexts. The management problems involve important decisions from actual companies operating in the U.S. 11,12,a

HF 5415.3 D42 658.8

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99

Engel, James F., and Blackwell, Roger D. Consumer Behavior (Book). 4th ed. Chicago: Dryden Press, 1982. 690p.

The authors state that this book's purposes are those of the previous editions: "to explore and evaluate a growing body of published and unpublished research; to advance generalizations and propositions from this evidence when possible; to assess the practical implications of what has been learned; and to pinpoint areas where research is lacking." The book's primary perspective is marketing although a broader viewpoint is attempted whenever possible. New to this edition are future oriented demographics and social trends, a chapter on consumer learning, and a low-involvement behaviour model. Primarily a research tool, this comprehensive text may be useful to consumer educators interested in learning more about the consumer decision process, personal values and life-style concepts, and the marketing strategies used to influence consumer behaviour. Index. a

HF 5353 E75 658.8

Available from: Holt, Rinehart and Winston of Canada
Cost: $21.00 - $30.99

Jacoby, Jacob, and Olson, Jerry C., eds. Perceived Quality: How Consumers View Stores and Merchandise (Book). Lexington, MA: Lexington Books, 1985. 301p.

The preface states that this book "contains most of the papers that were presented at a conference on 'Consumer Perception of Merchandise and Store Quality' which was cosponsored by the New York University Institute of Retail Management and the Association for Consumer Research". An index and table of contents complete the book. a

HF 5415.2 P455 1984 658.8343

Available from: D.C. Heath Canada
Cost: $31.00 - $50.00

Langer, Judith. Consumers in Transition: In-Depth Investigations of Changing Lifestyles (Book). New York: American Management Association, 1982. 66p.

This pamphlet presents a series of studies on three specific consumer lifestyle issues: "Family: By Choice", "Health as a Way of Life", and "The 50-Plus Market: Who Says I'm Old?" The findings from qualitative research methods - focus groups and depth interviews - reflect three trends: "the family unit is one based on caring relationships rather than solely on blood or marital ties; the health craze is 'in' but is not being embraced indiscriminately or without conflict; and the 50-plus generation is participating more, spending more, and expecting more." These trends mean possible implications for marketing, especially in advertising ideas and new product development. a,SEN

HC 110 C6 L33 658.8

Available from: American Management Association
Cost: $6.00 - $12.99

Loudon, David L., and Della Bitta, Albert J. Consumer Behavior: Concepts and Applications (Book). 2d ed. McGraw-Hill Series in Marketing. New York: McGraw-Hill, 1984. 727p.

This university level textbook emphasizes the "application of conceptual material to marketing strategies and decision making in the private, public, and nonprofit sectors." This edition comprises five major sections: studying consumer behaviour, understanding consumers and market segments, environmental influences on consumer behaviour, individual determinants of consumer behaviour, and consumer decision processes. An index is provided. a

HF 5415.3 L68 658.834

Available from: McGraw-Hill Ryerson
Cost: $31.00 - $50.00

Louis Harris Associates. Consumerism in the Eighties (Book). Los Angeles: Atlantic Richfield, 1983. 92p.

This U.S. survey of attitudes toward the consumer movement was commissioned by the Atlantic Richfield Company in order to update past investigations. Among the issues consumers were questioned about were: perceived changes in the marketplace over the past decade, sources of information used by consumers in shopping around, credit, and willingness to pay extra for consumer advocacy. a

HF 5415.3 L92 381.3

Available from: Available on loan from Resource Centre
Cost: n.a.

Moschis, George P. Acquisition of the Consumer Role by Adolescents (Book). Atlanta: Georgia State University, 1978. 139p.

Written originally as a doctoral dissertation, this research monograph should prove valuable in developing a rationale for consumer education programs for secondary schools. The author develops the thesis that consumer skills are acquired gradually throughout childhood, but sees the adolescent years as a peak period of formulation of concepts regarding decision--making. Results of this study show that schools are the least important agents of consumer socialization while mass media and peers are the most important sources for adolescents' consumer information. Implications for consumer educators are summarized and might well be applied to future program planning. a

HC 107 W63 C615 381.3

Available from: Georgia State University
Cost: $6.00 - $12.99

Moyer, Mel S., and Ontario Ministry of Consumer and Commercial Relations. Ontario Consumer Issues 1983 (Book). 3d ed. Toronto: The Ministry, 1983. 138p.

This survey identifies products and services that need the most improvement, business practices that need "corrective action", and areas in which information on solving consumer problems is needed. This book is interesting and useful for anyone wishing to follow consumer issues. The appendices detail the methodology, areas surveyed, and include a sample questionnaire in both French and English. a

HF 5353 08 1983 640.73

Available from: Ontario Government Publications Centre
Cost: $0 - $5.99 CDN

Women in Need: A Source Book (Book). Ottawa: Canadian Council on Social Development, 1976. 92p.

Discusses the social and economic conditions of women, particularly those with low incomes in Canada. National and provincial statistics, information and conclusions are provided on women and the following issues: health services, law, economic status, day-care and housing. Information would be useful in high school social studies and sociology classes. 11,12,a

HQ 1451 C16 W84 362.8

Available from: Canadian Council on Social Development
Cost: $0 - $5.99 CDN

Woods, Walter A. Consumer Behavior; Adapting and Experiencing (Book). New York: North Holland, 1981. 485p.

The author draws upon a great deal of field research - exploratory, observational, experimental and survey - on consumer behaviour in his attempt to develop an integrative framework and a comprehensive model, for those interested in the theoretical aspect of consumer behaviour. Index. a

HC 79 C6 W66 658.342

Available from: Elsevier North Holland
Cost: $21.00 - $30.99

Zaltman, Gerald, and Wallendorf, Melanie. Consumer Behavior: Basic Findings and Management Implications (Book). 2d ed. Wiley Series in Marketing. New York: John Wiley, 1983. 684p.

The authors believe that "there are at least three perspectives from which one can view consumer behaviour: research done in nonconsumer settings....research in consumer contexts....and the most noteworthy perspective, the synthesis of knowledge about consumer behaviour that is based on research.... resulting in new ideas for research and application." A glossary, and author and subject indexes are also included. a

HF 5415.3 Z28 1983 658.8342

Available from: John Wiley & Sons Canada
Cost: $31.00 - $50.00

ii. SPECIAL GROUPS

ACCESS Alberta. Banking for Adult New Readers (Book). Edmonton: ACCESS Alberta, 1981. 27p.

ACCESS Alberta published this booklet as part of the Adult Literacy Project. The booklet takes the reader through the process of opening bank accounts, using chequing accounts and filling out deposit and withdrawal slips. Sample forms are provided for every process and new vocabulary is noted throughout the text. This student workbook/teacher's guide could be used for adult basic education and English as a Second Language courses. a,LSR,ESL

HG 1660 C16 A22 1981 332.17

Available from: ACCESS Network
Cost: Free CDN

Alberta Advanced Education. It's Your Future (Videocassette). Calgary, ACCESS Alberta, 1983.

1 videocassette. colour. 12 minutes. 1/2 in.

Advance planning is the key to adequate health, income and housing in retirement. The video describes how to set goals now and how to develop a detailed action plan to ensure that the desired goals become reality. a, SEN

HQ 1061 I77 332.024

Available from: Alberta Advanced Education
Cost: Contact Alberta Advanced Education
CDN

Alberta Advanced Education and Manpower. Matter of Time: No Place to Go/It All Adds Up (Videocassette). Edmonton: ACCESS Alberta, n.d.

2 programs. 13 minutes 18 seconds and 9 minutes 54 seconds. colour. 1/2 in. and 3/4 in.

Accompanies A Matter of Time; Pre-Retirement Leader's Guide (HQ 1061 A523). a,SEN

HQ 1061 A522 301.435

Available from: ACCESS Network, or Alberta Manpower, Career Information Services
Cost: Limited distribution, contact publisher
CDN

Alberta Advanced Education and Manpower. Matter of Time: Pre-Retirement Leader's Guide (Book). Calgary: ACCESS Alberta, 1981. 59p.

The purpose of this program is to provide people 40 years of age and older "with the necessary information and appropriate life-planning, problem-solving and decisio-n-making skills to prepare for satisfying retirement planning goals." Each of the 7 sessions focuses on one key area of retirement planning such as the aging process, financial planning, management of unscheduled time, and relationships. The workshops follow a small-group discussion approach and corresponding videotapes act as focal points. Videotapes are available to educational institutions from ACCESS Media Resource Centre. Private companies and organizations should contact Career Resources Branch, Alberta and Manpower. tg/a,SEN

HQ 1061 A523 301.435

Available from: ACCESS Network, or Alberta Manpower, Career Information Services
Cost: Limited distribution, contact publisher
CDN

Alberta Advanced Education and Manpower. Time of Your Life: A Guide to Pre-Retirement Planning (Book). Edmonton: The Department, 1982. 80p.

This booklet describes planning as a positive approach to life. It means looking ahead with

confidence and making careful decisions about health, housing, money and goals. Decisions regarding family, friends, and moving and leisure time are also important and are briefly discussed. Addresses, glossaries, checklists are suggested activities and reading lists are scattered throughout this short but informative book. a,SEN

HQ 1061 A52 301.435

Available from: Alberta Manpower
Cost: Free CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Making the Most of Your Money: Consumer Education Materials for Use with Northern Native People (Kit). Edmonton: The Department, 1984. 53p. and duplicating masters.

The teaching package is designed to assist helping professionals and Native instructors teach Native people living in Northern Alberta better money management, banking and food-shopping skills. Each of the three units contains directions, presentation notes and duplicating masters; they can be used separately or together with the others. The objectives of the teaching package are to have participants able to: plan a personal budget, apply basic money management skills to everyday situations, understand banking services, use local banking services and examine and apply money saving ideas when shopping for groceries. While parts may be adaptable for Native groups other than Northern Albertans, caution is urged as there are many differences among Native groups living in Alberta. tg/a,NNA

HG 179 A422 1984 332.024

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Anema, Durlynn. Sharing an Apartment (Book). On Your Own Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

Series workbooks are designed to help older low achievers - secondary level poor readers and slow learners - develop independent living skills. The Janus "On Your Own" Series is devised to help these special-needs students develop skills in reading, writing, thinking independently and decision-making as well as prepare for their future as adults. Stories, follow-up exercises and activities provide opportunities to solve problems and to evaluate various aspects of their own lives. The revised Spache Readability Formula averages range from 2.1 to below 2.5. The teacher's manual lists difficult words, suggests approaches to teaching the units and includes answer keys. Titles in the series are: Caring for Your Car, Need a Doctor?, Sharing an Apartment, Getting Help. tg/9,10,11,12,LSR

TX 957 A6 640

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Automobile Insurance (Kit). Kalamazoo, MI: Interpretive Education, 1973.

1 filmstrip, 1 cassette, teacher's guide.

High interest/low vocabulary American materials designed to help the special-needs learner develop at his or her own pace, offer advice on buying adequate auto insurance and finding and selecting an agent. tg/10,11,12,a,LSR

HG 8051 A98 368.2

Available from: Guidance Associates
Cost: $31.00 - $50.00

Beating Inflation (Book). Living Better on Less: Family Living and Consumer Skills for the Future. Stockton, CA: Stevens & Shea, 1983. 17p.

The workbooks in the series teach adults with special learning needs about fitness, nutrition, conservation, recycling, and reducing energy costs. The titles in the series are: Beating Inflation, Doing More with Less, Eating Well Cheaply, Keeping in Shape and Keeping Warm. a,LSR,LIN

HG 229 B32 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Beeghley, Leonard. Living Poorly in America (Book). New York: Praeger, 1983, 211p.

Beeghley examines the structure and future prospects of the American welfare system. The publishers state that "Living Poorly in America shows how the poor fit into the system of inequality, identifies those groups most likely to be poor, explores the correlates of poverty, and assesses the governmental programs and policies designed to aid the poor - and the nonpoor. It also examines welfare recipients' attitudes toward such issues as employment, family life, mental and physical health, education, religion, crime, politics, and toward poverty itself." Two

indexes, chapter notes and a bibliography complete this guide. a,LIN

HC 110 P6 B4 362.5

Available from: Holt, Rinehart and Winston of Canada
Cost: $13.00 - $20.99

**Biocchi, Roseanne, and Radcliffe, Shanthi.** Shared Experience: Bridging Cultures (Book). London, ON: London Cross Cultural Learner Centre, 1983. 290p.

The materials included in this resource training manual are designed for use in programmes developed to promote cultural awareness. The materials have been developed for group training sessions in a variety of situations and such helping professionals as social workers, teachers, clergymen, police and counsellors in service agencies. This manual is useful as a beginning in developing programmes to facilitate the successful adaptation by immigrants to a new environment. Professional resource. tg/a,ESL

LB 1032 B4 1983 361

Available from: London Cross Cultural Learner Centre
Cost: $13.00 - $20.99 CDN

**Boyle Street Co-op.** Family Budgeting Guide for the City of Edmonton, 1985 (Book). Edmonton: Boyle Street Co-op, 1985. 76p.

This guide provides information on what it costs to maintain a family in Edmonton. From the summary tables provided one can construct a family budget to help allocate expenditures and determine the constraints of a low income family. This booklet gives a cost run down of such budget components as child care and clothing costs, and provides suggestions on menu planning and shopping for food and clothing. 10,11,12,a,LIN

TX 326 B79 1985 640.42

Available from: Boyle Street Community Services Co-Op
Cost: $6.00 - $12.99 CDN

**Brown, Alvin B.** Teaching the Patterns of Life, Unit One: Consumer Education (Book). rev. ed. Springfield, MA: Springfield Public Schools, 1975. 327p.

This volume describes a motivational scheme which uses consumer education to teach language arts and build self-confidence in low-achieving junior high school students. Seventeen sequences describe strategies for teaching various aspects of consumer education, including definition of the consumer, problems that face consumers, the responsibilities of consumers, and consumer protection. Illustrations, activities, and worksheets are presented for many units. The final sequence establishes criteria for evaluating students' progress and for assessing the program. A bibliography of reference resources and a glossary of terms complete the volume. Originally written for the language arts program, the revised edition includes complementary units for reading, mathematics, science and social studies. tg/7,8,9,LSR

TX 335 B778 640.73

Available from: ERIC Document Reproduction Service
Cost: $125.00

**Bruton, Elsa.** Be Credit-Wise: A Guide to Credit (Book). Money Matters Series. Hayward, CA: Janus, 1984. 64p. and teacher's guide.

Designed to help secondary special-needs (or ESL) students obtain and use credit wisely, this workbook teaches students about layaway plans, installment plans, store accounts, and credit ratings by means of small scenarios, quizzes and exercises. Essential information for "survival in today's consumer world is presented at a third grade level." A teacher's manual provides teaching suggestions and answers for the various units. Titles in the Money Matters Series are: Be Ad-Wise..., Master Your Money..., More for Your Money..., Pay by Check..., Be Credit-Wise..., Insure Yourself. tg/7,8,9,10,11,12,a,ESL,LSR

HG 3755 B838 1984 332.7

Available from: Social Studies School Service
Cost: $0 - $5.99

Budgeting (Book). Follett Coping Skills Series. Chicago: Follett Publishing, 1977. 63p.

One of the Follett Coping Skills Series, Budgeting is a brief workbook for adults with special learning needs. The vocabulary is basic, the lessons are simply stated, the format and layout are logical and professional, as are the many form samples. Eight lessons and activities on specific aspects of budgeting are grouped into two units, "Finding Out What You Spend", and "Making a Budget". Answers to exercises and activities are provided. Titles in the series are: Budgeting and Finding Housing. a,LSR

TX 326 B856 332.024

Available from: Nelson Canada
Cost: n.a.

**Canada Consumer and Corporate Affairs.** Consumer Sourcebook for the Disabled (Book). Ottawa: Canada Supply and Services, 1982. 118p.

Books and audio materials covering most aspects of daily living emphasize information that "will enhance the normal functioning of persons with a disability and encourage them to use standard consumer products and services." Much of the material covers government and other research but many "how to" books are included. Although the emphasis is on the needs of the physically disabled, there are items for the developmentally and mentally handicapped, the elderly and others with special needs. The emphasis on Canadian materials including the French language increases the usefulness of this sourcebook. a,HDC,SEN,LSR

TX 335 C161 362.1

Available from: Canada Supply and Services
Cost: Limited distribution, contact publisher
**CDN**

**Canada Consumer and Corporate Affairs.** Food Talk; Background Kit (Kit). Ottawa: The Department, n.d.

1 volume.

Developed for the federal department's "Food Talk" project teams, this learning and training program provides a wealth of information and assistance to anyone informing people with limited incomes and educational disadvantages about nutrition and how to get better value for their food dollar. Eating better for less, kitchen conservation, food labels, unit pricing, advertising and Canada's Food Guide are some of the topics covered. Strategies for bulk-buying, using food co-ops or buying in cafeterias and vending machines are suggested. Special sections include a "Food Dollar" workshop, games, questionnaires and resource lists. While written specifically for the project team participants, a brief leader's guide outlines how to reach target groups and how to work with them. tg/a,LIN,LSR

TX 341 C163 641.31

Available from: Canada Consumer and Corporate Affairs
Cost: Limited distribution, contact publisher
**CDN**

**Canada Consumer and Corporate Affairs.** Marketplace Forum Proceedings (Book). Ottawa: The Department, 1984. 59p.

The Forum provided an opportunity for various organizations to exchange views about the concerns of elderly and young consumers. Four topics were discussed in particular: independent living needs, special services needs, impact of technology and income, and participation in the development of public policy. Professional reading. tg/a,SEN

HF 5353 C16 1984 658.8

Available from: Canada Consumer and Corporate Affairs
Cost: Limited distribution, contact publisher
**CDN**

Canario, Jack. Be Ad-Wise; A Guide to Reading Ads (Book). Money Matters Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

This series of workbooks/guides is designed to help secondary, special-needs students use ads wisely, shop wisely, budget their resources and to show these students how to obtain and use chequing accounts. Illustrated stories are interwoven throughout the units. These stories provide motivation to master the concepts and provide concrete examples of these concepts. Readability averages 2.5 on the Spache Formula. The Teacher's Guide lists different words, suggests teaching approaches and includes answer keys. Titles in the series are: Be Ad-Wise..., Master Your Money..., More for Your Money..., Pay by Check..., Be Credit-Wise..., Insure Yourself. tg/8,9,10,11,12,LSR

HF 5832 C27 659.1

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Caplovitz, David. Poor Pay More: Consumer Practices of Low Income Families (Book). New York: Free Press, 1967. 225p.

Presents the findings of a study on the consumer practices of low-income families in four New York housing projects. The buying patterns of these families - how they shop, the prices they pay, their use of credit, their debts and assets, their consumer problems, and their methods of coping - are reported. Although figures are dated, the study, theoretical observations, and practical recommendations are valid. 9,10,11,12,a,LIN

HC 79 P6 C17 362.5

Available from: Collier MacMillan Canada
Cost: $6.00 - $12.99

Chan, Janis Fisher. Getting Help; A Guide to Community Services (Book). On Your Own Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

Series workbooks are designed to help older low achievers - secondary level poor readers and slow learners - develop independent living skills. The Janus "On Your Own" Series is devised to help these special-needs students develop skills in reading, writing, thinking independently and decision-making as well as prepare for their future as adults. Stories, follow-up exercises and activities provide opportunities to solve problems and to evaluate various aspects of their own lives. The revised Spache Readability Formula averages range from 2.1 to below 2.5. The teacher's manual lists difficult words, suggests approaches to teaching the units and includes answer keys. Titles in the series are: Caring for Your Car, Need a Doctor?, Sharing an Apartment, Getting Help. 9,10,11,12,LSR

HV 1421 C42 360

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Chan, Janis Fisher. Pay by Check; A Guide to Checking Accounts (Book). Money Matters Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

This series of workbooks/guides is designed to help secondary, special-needs students use ads wisely, shop wisely, budget their resources and to show these students how to obtain and use chequing accounts. Illustrated stories are interwoven throughout the units. These stories provide motivation to master the concepts and provide concrete examples of these concepts. Readability averages 2.5 on the Spache Formula. The Teacher's Guide lists difficult words, suggests teaching approaches and includes answer keys. Titles in the series are: Be Ad-Wise..., Master Your Money..., More for Your Money ..., Pay by Check..., Be Credit Wise..., Insure Yourself. tg/7,8,9,10,11,12,LSR

HG 1501 C4 332.7

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Clothing, a Basic Need (Kit). Chicago: Encyclopedia Britannica, 1981.

4 filmstrips, 4 cassettes, teacher's guide.

The series' objectives are to make students aware of "the role of family and community in satisfying this basic need". Intended for primary and special education students this Britannica Basic Needs Program includes topics on why we need clothing, making cloth, making clothes and describes clothing around the world. Content descriptions, scripts, and vocabulary are included as are discussion topics and activity suggestions. tg/1,2,3,4,LSR

TX 356 C68 646

Available from: Visual Education Centre
Cost: $125.00

Consumer Education for Families with Limited Incomes (Book). Lubbock, TX: Home Economics Instructional Materials Center, 1980. 474p. & Spanish supp.

Designed as an aid for teaching consumer education to disadvantaged adults, the guide is divided into two major sections. The first includes an overview, suggestions for planning, teaching and evaluating programs, and guidelines for working with the disadvantaged. Section two offers lessons in ten areas such as decision-making, borrowing and buying. The lessons in this section have been translated into Spanish and comprise the third section. Lessons contain behavioural objectives, vocabulary, suggestions for learning experiences and application, and key ideas. Directions are included for transparencies, posters and other visuals; also included are suggestions for simulations, case studies, skits, stories and handouts. Written for use with adult groups having fourth to sixth grade educational levels, these units will be useful to any teacher or organization attempting to fulfill one of the "greatest needs of low-income families" -- consumer education. tg/a,LSR,LIN

TX 335 C768 640.73

Available from: Texas Tech University
Cost: $6.00 - $12.99

**Consumer Rights and Responsibilities** (Book). Consumer Education ESL Series. Edmonton: Grant MacEwan Community College, 1984.

1 volume.

This program package is one of a three-volume series entitled "Consumer Education ESL Series" developed by the Consumer Education Project at Grant MacEwan Community College for use with

adults. This package deals with consumer's rights and responsibilities, out-of-store (door-to-door) sales, warranties and guarantees, sales contracts, and consumer complaints. Other information such as notes to the instructor, transparencies, handout materials and a program planning guide is provided. Other titles in the series are Money Management and Savings and Investments, Credit. tg/a,ESL

TX 335 C765 1984 340.0971

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Cooke, Ronald J.** Money-Making Ideas for Retirees (Book). Toronto: General Publishing, 1983. 198p.

A guide to starting a second career or earning more money. The money-making ideas range from tuning pianos to gift-wrapping. None of the ideas are described in detail but enough information is provided for a starting point. a,SEN

HQ 1062 C66 646.79

Available from: General
Cost: $6.00 - $12.99 CDN

Coping 11: The Tire-Kicker's Guide to Car Buying: How to Squeeze the Lemons Out (Book). Logan, IA: Perfection Form, 1982. 70p. and response key.

Coping 11 is a workbook designed to help secondary students and adults with special learning or life skills needs shop for a used car. Students will learn what type of car may suit their needs, how to determine how much money they can afford to spend, the advantages and disadvantages of various used car sources, and how to check the body and engine. They will also learn about some of the paperwork involved in car ownership such as contracts, registration and insurance. Each chapter contains numerous exercises and points out special words and phrases. By doing the exercises and applying the information in this book, students should be able to "drive away with a vehicle that will be reliable and affordable". 10,11,12,a,LSR

TL 154 C791 1982 629.2222

Available from: Perfection Form
Cost: $0 - $5.99

Cornell University. Cornell Cooperative Extension. More from Your Money (Kit). New York: Cornell University, 1984.

Flip charts, activity sheets, teacher's guide.

This teaching package on resource management for limited income families contains materials - lesson plans, activity sheets, and flip charts - on financial management and planning food shopping. tg/a,LIN

TX 326 C815 1984 332.024

Available from: Cornell University, Distribution Centre
Cost: $6.00 - $12.99

**Corrigan, Pam, and Hornung, Sandra.** Seniors and the Law (Book). rev. ed. Saskatoon: PLEA Saskatchewan, 1985. 42p.

The Public Legal Education Association of Saskatchewan has written this booklet to "inform senior citizens of their rights to receive the benefits and pensions provided by the federal government." The information concisely covers income sources, housing, wills, matrimonial property, income tax, health, travel, crime prevention, driver's license requirements and consumer problems. This pamphlet is a valuable source of general information for seniors in Alberta but most specific details refer to Saskatchewan laws and organizations. a,SEN

HG 9436 C16 C817 1985 346.1

Available from: Public Legal Education Association of Saskatchewan
Cost: Free CDN

Critical Television Viewing: Teacher's Annotated Edition (Book). New York: Cambridge, 1980. 160p.

The teacher's annotated edition of a student "work-a-text" presents a curriculum in critical television analysis. Materials were designed for students in grades six through eight and there are some suggestions for using these materials with mainstreamed, special education, English as a Second Language or Native American students. Completing the exercises will help students sharpen language arts and critical thinking skills as well as help them become discriminating television viewers. There is a glossary and a list of additional resources. tg/6,7,8,ESL,NNA,LSR

HQ 784 C7 372.13

Available from: Available on loan from Resource Centre

Cost: n.a.

Dickinson, Peter A. Complete Retirement Planning Book (Book). rev. ed. New York: E.P. Dutton, 1984. 258p.

Rather than waiting for conventional retirement to roll around, the author encourages individuals to prepare for their retirement - or rather their "renewment" - now. This guide provides readers with personal experiences and professional advice on health, legal and financial matters, housing, and what to do with the extra time one will have. Throughout the text the author provides references to other sources of information. Included are a retirement readiness quiz and an index. a,SEN

HQ 1062 D5 301.435

Available from: Beaverbooks
Cost: $6.00 - $12.99

Doing More with Less (Book). Living Better on Less: Family Living and Consumer Skills for the Future. Stockon, CA: Stevens & Shea, 1983. 15p.

The workbooks in the series teach adults with special learning needs about fitness, nutrition, conservation, recycling, and reducing energy costs. The titles in the series are: Beating Inflation, Doing More with Less, Eating Well Cheaply, Keeping in Shape and Keeping Warm. a,LSR,LIN

TX 335 D76 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Dunnan, Nancy. Financial Savvy for Singles (Book). New York: Rawson, 1983. 304p.

The author states that the book illustrates "new ways to multiply money in the 80s" whether one is unmarried, divorced, widowed or a "live-together." Many financial concerns of single people are dealt with in a straight-forward manner. Among the major topics are housing, alimony, tax planning, aging parents and children. There is an appendix of basic guidelines and worksheets to supplement some of the information presented in the text and there is also a comprehensive index. a,LIN

HG 179 D86 1983 332.024

Available from: Hollinger House
Cost: $6.00 - $12.99

Eating Well Cheaply (Book). Living Better on Less: Family Living and Consumer Skills for the Future. Stockton, CA: Stevens & Shea, 1983, 16p.

The workbooks in the series teach adults with special learning needs about fitness, nutrition, conservation, recyclying, and reducing energy costs. The titles in the series are: Beating Inflation, Doing More with Less, Eating Well Cheaply, Keeping in Shape and Keeping Warm. a,LSR,LIN

TX 364 E28 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Elbaum, Maryann, and Feldman, Allene. Consumer Skills (Book). Belmont, CA: Fearon Education, 1985. 59p.

As consumers, we should have one goal in mind: getting the best value for our money. This LifeSchool Work Text is designed to help us do just that by showing us how to become smart shoppers. We are shown when and where to shop for such common consumer items as food, clothing, furniture, appliances and home entertainment. We are also shown how to buy on credit. Consumer Skills is a brief workbook for adults and high school students with special learning needs. The vocabulary is basic, the lessons are simply stated. Typical situations and fundamental principles are used to show possible buying pitfalls. Each of the units includes lists of different words and exercises reviewing vocabulary and content. The workbook concludes with a brief post-test. 10,11,12,a,LSR

TX 335 E92 1985 640.73

Available from: Social Studies School Service
Cost: 10/$21.00 - $30.99

Fletcher, William, and Kelly, Patrick. Finding a Good Used Car (Book). Janus Survival Guide. Hayward, CA: Janus, 1977. 65p.

The primary objective of this manual is to help students choose a used car wisely by learning how to properly appraise vehicles. Each section includes review questions, words to know, and a summary of important points. Clearly labelled diagrams ensure understanding of how a car works and what constitutes car damage. The text is suitable for students who have serious reading handicaps; with the exception of the auto vocabulary, the text averages 2.5 or below,

as measured by the Spache Readability Formula. A brief Teacher's Manual accompanies the guide. tg/8,9,10,11,12,LSR

TL 151 F63 629.2222

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Furman, Eleanor L. Retirement: You're in Charge (Book). New York: Praeger, 1984. 200p.

Retirement is a stage of life that everyone will eventually face. This retiree shares her retirement experience of seven years by comparing her life as a retiree to that of her daughter's, a young working mother. The author presents information in journal-like entries on retirement housing, volunteering, elderhostels and health. The book provides a list of American resources for services and information. Even though the book is based on a mother/daughter experience, men will find the insights and perceptions of retirement interesting. a,SEN

HQ 1062 F87 1984 306.38

Available from: Holt, Rinehart and Winston of Canada
Cost: $31.00 - $50.00

Good Buys: Alternatives to Shopping Malls (Kit). Kildeer, IL: Learning Seed, 1983.

2 filmstrips, 2 cassettes, 2 duplicating masters, teacher's guide.

The best values can be found in thrift shops, flea markets, factory outlets, garage sales, food co-ops, classified ads, community bulletin boards, or by bartering, doing-it-yourself/growing-it-yourself and sometimes even by deciding not to buy at all. The two-part filmstrip briefly explores these alternatives to shopping centres and offers advice for buying on a tight budget. tg/9,10,11,12,a,LIN

TX 167 G77 1983 640.73

Available from: Social Studies School Service
Cost: $75.00

Gordon, Michael. Ounce of Prevention: The Canadian Guide to a Healthy and Successful Retirement (Book). Scarborough: Prentice-Hall Canada, 1984. 264p.

Planning can make the difference between a happy retirement and a disastrous one. The author delineates areas in which preparations should take place, including physicial care and fitness, financial and legal matters, social and emotional concerns, estate planning and protection against crime. A bibliography of recommended readings follows the text. With its wealth of suggestions for preventing post-retirement problems, this book should be on the reading list of every prospective retiree. a,SEN

HQ 1062 G67 1984 646.79

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99 CDN

Herzog, Betty. Finding Housing (Book). Follett Coping Skills Series. Chicago: Follett, 1981. 64p. and teacher's guide.

One of the Follett Coping Skills Series, Finding Housing is a brief workbook for adults with special learning needs. The vocabulary is basic and the lessons are simply stated. Eleven lessons and activities are grouped into two units on renting or buying. The Series provides material for young people as well as adults that is "readable, adult in content, task centered and easy to teach". Written at or below the 3.5 grade level according to the Spache Readability Formula, the content of the Series is particularly useful for students between the ages of 16 and 21. Titles in the series are: Budgeting and Finding Housing. tg/11,12,a,LSR

HD 7287.6 H27 640

Available from: Available on loan from Resource Centre
Cost: n.a.

Holbrook, Leslie, and Merry, George. Improving with Age: How to Enjoy Your Senior Years (Book). Toronto: Deneau Publishers, 1984. 238p.

This book is filled with helpul advice and information for seniors. Information in the fields of health, diet, fitness, money management, lifelong learning, second careers, housing and travel is included. At the back of the book is a list of Canadian organizations, government departments and publications - many free or low cost - which are designed to aid seniors. a,SEN

HQ 1061 H64 1984 646.79

Available from: Deneau
Cost: $13.00 - $20.99 CDN

Housing, Home Furnishings and Equipment (Book). Lubbock, TX: Home Economics Curriculum Center, 1983. 306p.

Strategies for teaching "mainstream" special needs students -- the mentally handicapped, physically handicapped, learning disabled, and disadvantaged -- form a major part of this vocational education guide designed to help vocational home economics teachers in teaching seventh to twelfth grade students. tg/7,8,9,10,11,12,HDC

TX 311 H69 1983 645

Available from: Home Economics Curriculum Center
Cost: $13.00 - $20.99

Hunnisett, Henry S. Retirement Guide for Canadians (Book). 8th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1986. 294p.

Directed toward both the retired and the soon-to-be retired this book describes planning for a successful retirement. Beginning with a statement that personal needs analysis and goal establishment would enhance retirement, the author then outlines areas in which analysis should take place. Recreation, education and travel plans are examples. He later discusses retirement income, RRSPs, funerals, wills, housing and health. A good introduction to the subject, the book ends with appendices containing the costs of medical care in Canada, addresses of Canadian volunteer centres, and a table listing the amount of taxation on dividends and personal tax exemptions to seniors. a,SEN

HQ 1064 C3 H8 1986 646.79

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

Johnston, William L. What Everyone Should Know about: Advertising & Comparison Shopping (Book). Chatsworth, CA: Opportunities for Learning, 1982. 37p.

In "Advertising" students are taught to intelligently evaluate advertisements; in "Comparison Shopping", students discover various shopping aids and techniques, and the sources of information available. Each part is a compilation of duplicating masters and each is written at a third-grade reading level. Others entitled What Everyone Should Know about... are listed in the index. tg/a,LSR

HF 5823 J75 659.1

Available from: Available on Loan from Resource Centre
Cost: n.a.

Johnston, William L., and MacDonald, Dianne. What Everyone Should Know about: Housing and Paying for a Car (Book). Chatsworth, CA: Opportunities for Learning, 1982. 46p.

Each part is a compilation of duplicating masters and each is written at a third-grade reading level. "Housing" looks at the kinds of housing available, at renting, leasing and buying. Students learn what to look for in obtaining the housing they want and can afford. "Paying for a Car" looks at the cost of an auto loan, where to get one, contract terms and illegal contracts. Also discussed is what one may expect once an auto loan is obtained. Others entitled What Everyone Should Know about... are listed in the index. tg/a,LSR

HD 7287 J65 1982 643

Available from: Available on loan from Resource Centre
Cost: n.a.

Kahn, Charles H., and Hanna, J. Bradley. Money Makes Sense (Book). 2d Canadian ed. Pacemaker Practical Arithemetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This workbook employs a story-telling format to illustrate the development of money, from barter and the use of salt as a medium of exchange to the use of metal bars and finally coins. The history of Canadian coins is illustrated and current Canadian coins and paper money are described. After this long introduction, the workbook contains a succession of exercises using money. Beginning exercises are simple while difficulty increases with each section. Illustrations are clear and directions with an example explain each exercise. In Money Makes Sense, instructional and exercise materials are presented at the lowest possible reading ability level, grade 2.3 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere. 1,2,3,HDC,LSR

TX 326 K122 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

Kahn, Charles H., and Hanna, J. Bradley. Teacher's Manual: "Money Makes Sense", "Using Dollars and Sense", and "Working Makes Sense" (Book).

2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 41p.

This teacher's manual gives the answers to the questions and exercises in three student workbooks. Numerous teaching suggestions and lists of words not included in the revised Dale List of 769 Easy Words are provided for each of the student workbooks. This series is designed for the educable mentally handicapped and the slow learner. The reading levels range from 2.3 to 3.4 according to the Spache Readability Formula. The series is also revised for Canadian use. The three workbooks in this series are reviewed elsewhere. tg/1,2,3,4,5,6, HDC,LSR

TX 326 K123 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

**Kahn, Charles H., and Hanna, J. Bradley.** Using Dollars and Sense (Book). 2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This workbook introduces children to simple arithmetic functions (addition, subtraction, multiplication and division) while teaching them to shop wisely. Learning becomes very realistic as Canadian bills and coins are pictured. As the children progress through the workbook the exercises become increasingly more difficult. A useful book if children enjoy working on their own. No answers are provided in the book - therefore, no cheating. The reading level is grade 3.0 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere. 4,5,6,LSR,HDC

TX 326 K12 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

**Kahn, Charles H., and Hanna, J. Bradley.** Working Makes Sense (Book). 2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This student workbook uses workplace situations to illustrate mathematical problems. Exercises involve calculating weekly salaries, overtime pay, inventories, order bills, gas consumption, savings account interest, chequing account ledgers, making change for purchases and more. Exercises in the workbook start out simply and become increasingly difficult. Illustrations are simple and directions are clear. In Working Makes Sense the reading level is grade 3.4 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere. 4,5,6,HDC,LSR

TX 326 K121 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

Keeping in Shape (Book). Living Better on Less: Family Living and Consumer Skills for the Future. Stockton, CA: Stevens & Shea, 1983. 19p.

The workbooks in the series teach adults with special learning needs about fitness, nutrition, conservation, recyclying, and reducing energy costs. The titles in the series are: Beating Inflation, Doing More with Less, Eating Well Cheaply, Keeping in Shape and Keeping Warm. a,LSR,LIN

HF 5548.8 K33 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Keeping Warm (Book). Living Better on Less: Family Living and Consumer Skills for the Future. Stockton, CA: Stevens & Shea, 1983. 17p.

The workbooks in the series teach adults with special learning needs about fitness, nutrition, conservation, recyclying, and reducing energy costs. The titles in the series are: Beating Inflation, Doing More with Less, Eating Well Cheaply, Keeping in Shape and Keeping Warm. a,LSR,LIN

TX 335 K33 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

**Kelsey, Keenan Colton, and Gundlach Patricia Parrott.** More for Your Money; A Guide to Comparison Shopping (Book). Money Matters Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

This series of workbooks/guides is designed to help secondary, special-needs students use ads wisely, shop wisely, budget their resources and to show these students how to obtain and use chequing accounts. Illustrated stories are interwoven throughout the units. These stories provide motivation to master the concepts and provide concrete examples of these concepts. Readability averages 2.5 on the Spache Formula.

The Teacher's Guide lists difficult words, suggests teaching approaches and includes answer keys. Titles in the series are: Be Ad-Wise..., Master Your Money..., More for Your Money..., Pay by Check..., Be Credit-Wise..., Insure Yourself. tg/7,8,9,10,11,12,LSR

TX 167 K4 640.73

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Kingsland, Terry, and Polsinelli, Karen. Propaganda: What Can You Believe? (Kit). Pleasantville, NY: Sunburst Publications, 1983.

45 activity cards, 14 worksheets, game, record sheets, teacher's guide.

This kit is designed to help children recognize, understand and analyze propaganda messages, especially those in advertising. The program is organized in six major units: examining values, knowing the audience, recognizing the techniques, propaganda challenge game, using the media, and "On Your Own" in which students design, implement, and evaluate their own propaganda campaigns. Students are encouraged to gather information from outside resources while working through the units. Designed for individualized instruction, students work through the concepts using a combination of activity cards and worksheets. The program is designed to be used by students in grades 5-8 who are advanced in their ability to use higher level thinking skills. tg/5,6,7,8,ADV

HF 5832 K613 301.161

Available from: Social Studies School Service
Cost: $100.00

Kling, Sidney, and Levy, Joseph. It's Never Too Early (Book). Don Mills: Stoddart, 1985. 343p.

The quality of one's "retirement lifestyle" is largely determined by how carefully and realistically one plans for the future. Two active members of the Canadian Association of Pre-Retirement Planners have written a guide to help people 45 to 50 years of age plan and enjoy their retirement. The authors discuss several issues and options important to the future retiree and spouse; among them are the work-to-retirement transition, financial and legal planning, housing alternatives, dependants and wintering in the Sunbelt states. A variety of tables and worksheets, including several that help monitor the progress on one's retirement plans, effectively supplement the text. A bibliography, a lifetime planning resources list and several appendices on learning opportunities and health tips make this guide even more informative for those who are planning for the years ahead. a,SEN

HQ 1062 K58 1984 647.79

Available from: Stoddart
Cost: $13.00 - $20.99 CDN

Lappin, Myra, and Feinglass, Sanford J. Need a Doctor? (Book). On Your Own Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

Series workbooks are designed to help older low-achievers - secondary level poor readers and slow learners - develop independent living skills. The Janus "On Your Own" Series is devised to help these special-needs students develop skills in reading, writing, thinking independently and decision-making as well as prepare for their future as adults. Stories, follow-up exercises and activities provide opportunities to solve problems and to evaluate various aspects of their own lives. The revised Spache Readability Formula averages range from 2.1 to below 2.5. The teacher's manual lists difficult words, suggests approaches to teaching the units and includes answer keys. Titles in the series are: Caring for Your Car, Need a Doctor?, Sharing an Apartment, Getting Help. tg/7,8,9,10,11,12,LSR

R 727.5 L26 362.1

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

Learning about Our Economy (Kit). Chicago: Encyclopedia Britannica, 1982.

4 filmstrips, 4 cassettes, teacher's guide.

This series provides an introduction to basic economic principles - needs and wants, choice, scarcity, production, and consumption - for primary and special education students. The series "encourages students to observe and verbalize basic economic concepts and identify them in their own experiences." The filmstrips are entitled "Why People Work", "Making Choices", "Dividing the Work", and "How We Use Money." Content descriptions and scripts are included for each, as are vocabulary, discussion topics and activity suggestions. Bibliography. tg/2,3,4,5,LSR

HB 179 L33 330

Available from: Visual Education Centre
Cost: $125.00

**Liability Insurance** (Kit). Kalamazoo, MI: Interpretive Education, 1980.

1 filmstrip, 1 cassette, teacher's guide.

This high interest/low vocabulary American program, designed to enhance individualized learning, is sequential and very repetitive. The very brief teacher's guide contains utilization instructions, learner outcome, activities before and after using the filmstrip and suggestions for people to invite to the classroom. With this material the learner should understand the necessity of insurance, how it works, how to determine needs and how to fill them. tg/10,11,12,a,LSR

HG 9970 L51 368.5

Available from: Guidance Associates
Cost: $31.00 - $50.00

**Life Experience Training, Education for Living Curriculum** (Book). Toronto: Ontario Association for the Mentally Retarded, 1974. 64p. and Appendix.

This curriculum is based upon behaviour modification principles. It assumes that the mentally retarded "can learn social conventions and skills if the material is presented in a systematic fashion" showing the consequences of a particular behaviour. The "best" solution can then be chosen and self-esteem is increased. Each lesson plan includes a statement outlining goal behaviour, assessment, consequences and process. Basic self-help lessons cover dressing, undressing and grooming. Purchase and care of clothing and food, handling money, first aid and use of community resources such as restaurants, the mail service, and public transportation are covered in the advanced self-help section. Bibliography and index. tg/a,LSR,HDC

HF 3738 O884 371.9

Available from: Ontario Association for the Mentally Retarded
Cost: $6.00 - $12.99 CDN

McMillan, Constance Van Brunt. Buying on Credit (Book). EMC Corporation Workbook Series. St. Paul, MN: EMC Corporation, 1979. 32p.

A reading specialist has written this student workbook which explains the need for, and the use and misuse of credit. This workbook for students with low comprehension skills includes a "Buying on Credit" game which is intended to remind them of the differences in the ways of obtaining credit. Titles in the series are: Buying on Credit and Renting It Right. 10,11,12,a,LSR

HG 3755 M35 332.743

Available from: Changing Times Education Service
Cost: $0 - $5.99

**Money Management** (Book). Consumer Education ESL Series. Edmonton: Grant MacEwan Community College, 1984.

1 volume.

This program package is one of a three-volume series entitled "Consumer Education ESL Series" developed by the Consumer Education Project at Grant MacEwan Community College for use with adults. This package deals with lotteries, banking services, bank accounts, account pass books, cashing and depositing cheques, withdrawals and personal chequing accounts. Suggestions are provided on how to present the various topics. A program planning guide, transparency duplicates and handout materials are also included. Other titles in the series are Savings and Investments, Credit and Consumer Rights and Responsibilities. tg/a,ESL

HG 179 M746 1984 332.024

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Northern Dollar; A Handbook for Basic Money Management** (Book). Yellowknife: Northwest Territories Department of Education, 1977. 271p.

This manual is designed to assist continuing education staff in the preparation of programs to meet the needs of Northern residents. The introduction states that topics and content are "directed towards people with little experience in a wage economy with its complex marketplace and variety of financial services." Materials on personal finance may be used with low income consumers, native groups, and those needing upgrading of language or life skills. tg/a,LSR,ESL,LIN,NNA

HG 179 N82 332.024

Available from: Northwest Territories Department of Education
Cost: n.a. CDN

**O'Neill, Sheila A.** Budgeting, Banking and Buying (Book). Consumer Skills Manuals. Toronto: Ontario Association for the Mentally Retarded and the Ontario Ministry of Consumer and Commercial Relations, 1981. 98p.

This manual not only provides information for instructors on the consumer skills involved in budgeting, banking and buying, but presents training approaches designed to teach people with various handicapping conditions. It relates these approaches to a developmental model, the Life Experience Continuum. The manual introduces the basics of banking and budgeting, describes consumer responsibilities and aspects of shopping, and discusses consumer complaints. Suggested learning activities are provided for most of the topics, and there is a bibliography. Titles in the series are: Banking, Budgeting and Buying; Finding, Renting and Furnishing a Place of Your Own; Purchase and Care of Food; and Purchase and Care of Clothes.
tg/a,HDC,LSR

HG 221 O7 332.1

Available from: Ontario Association for the Mentally Retarded
Cost: $6.00 - $12.99 CDN

**O'Neill, Sheila A.** Finding, Renting and Furnishing a Place of Your Own (Book). Consumer Skills Manuals. Toronto: Ontario Association for the Mentally Retarded and the Ontario Ministry of Consumer and Commercial Relations, 1981. 122p.

Another in a series of Consumer Skills manuals being published jointly by the Ontario Ministry of Consumer and Commercial Relations and the Ontario Association for the Mentally Retarded. Three sections cover types of accommodation, the lease or tenancy agreement, and furnishing, decorating, and maintaining a home. Titles in this series are: Banking, Budgeting and Buying; Purchase and Care of Food; Purchase and Care of Clothes; and Finding, Renting and Furnishing a Place of Your Own. tg/a,LSR,HDC

HF 3738 O882 346.71

Available from: Ontario Association for the Mentally Retarded
Cost: $6.00 - $12.99 CDN

**Ontario Ministry of Consumer and Commercial Relations.** Consumer Skills for Disadvantaged Adults: An Annotated Bibliography (Book). Toronto: The Ministry, 1980. 99p.

Resources suitable for teaching consumer education to adults - particularly disadvantaged by reason of age, income, language, handicap, race, geography, culture or marital status - include books, kits, games, films, and other materials published since 1970. Comprehensive and topical teachers' guides complement the list. Each entry is coded for reading level and suggested group suitability. Concept levels are indicated in the annotation. The materials are useful for community workers in an informal setting or for teachers in a classroom, and range in subjects from budgeting to consumer rights. Professional resource.
tg/a,LSR,LIN,SEN,HDC,ESL,NNA

HF 3738 O88 362.5

Available from: Ontario Government Publications Centre
Cost: $0 - $5.99 CDN

**Ontario Ministry of Consumer and Commercial Relations.** Good Buy Kit: A Guide for Consumers (Kit). Toronto: The Department, 1985.

1 cassette, various, teacher's guide.

The materials included in this kit are designed to familiarize students - primarily students of English as a Second Language - with consumer rights and responsibilities. The kit is suitable for classes designated the intermediate level but it can also be used, at least in part, with classes of all levels from high basic upwards. Suggestions are divided into those for lower level classes (high basic/low intermediate) and higher level (intermediate/advanced).
tg/a,ESL

TX 335 O7727 1985 340.0971

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: Limited distribution, contact publisher CDN

**Ontario Ministry of Consumer and Commercial Relations.** Insurance (Kit). Toronto: The Ministry, n.d.

Booklets, leader's guide.

Designed to introduce students to insurance as a concept and as a function in society, this package includes the language necessary in real life situations as well as insurance facts. Exercises in reading, writing, speech, and listening are also included. The kit is intended for use primarily with students of English as a Second Language and it provides related language activity suggestions for lower level and higher level classes. tg/a,ESL

HG 8051 ON8 368

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: n.a. CDN

**Ontario Ministry of Consumer and Commercial Relations.** Purchase and Care of Clothes (Book). Consumer Skills Manuals. Toronto: Ontario Association for the Mentally Retarded, 1980. 90p.

The series of Consumer Skills Manuals "presents training approaches designed to teach mentally retarded individuals the consumer skills associated with independent living and relates these approaches to a development model. Its stages are designed to help the teacher in analyzing tasks and developing methods of training. The manual's three sections, "Before You Buy", "When You Buy", and "After You Buy" provide enough background information for the instructors and learning activities for the student that upon completion of a program the student should be able to determine his or her clothing needs, purchase suitable clothing and take care of clothes properly. Bibliography. Titles in the series are: Banking, Budgeting and Buying; Finding, Renting and Furnishing a Place of Your Own; Purchase and Care of Food; and Purchase and Care of Clothes. tg/a,HDC,LSR

TX 335 O84 646

Available from: Ontario Association for the Mentally Retarded
Cost: n.a. CDN

**Ontario Ministry of Consumer and Commercial Relations.** Purchase and Care of Food (Book). Consumer Skills Manuals. Toronto: Ontario Association for the Mentally Retarded, 1980. 108p.

The series of Consumer Skills Manuals presents training approaches designed to teach mentally retarded individuals the consumer skills associated with independent living and relates these approaches to a development model. Its stages are designed to help the teacher in analyzing tasks and developing methods of training. The manual's three sections, "Before You Buy", "When You Buy", and "After You Buy" provide enough background information for the instructors and learning activities for the student that upon completion of a program the student should be able to buy foods skillfully, plan and prepare inexpensive nutritious meals, store foods properly and practice good eating habits. Bibliography. Titles in the series are: Banking, Budgeting and Buying; Finding, Renting and Furnishing a Place of Your Own; Purchase and Care of Food; and Purchase and Care of Clothes. tg/a,HDC,LSR

TX 335 O85 641

Available from: Ontario Association for the Mentally Retarded
Cost: n.a. CDN

**Ontario Ministry of Consumer and Commercial Relations.** Report on Consumer Outreach '80 (Book). Toronto: The Ministry, 1980. 47p.

This is a report on a project developed by the Ministry and sponsored by the Ontario Youth Secretariate. The project was designed to promote consumer awareness among disadvantaged consumers. Based on the results of the 1978 data- gathering survey and the response to the subsequent community - based consumer education project in 1979, the 1980's project's stated objectives were to conduct programs in co-operation with local community service agencies, to facilitate subsequent ongoing programs, and to promote greater access to consumer information. Though brief, this report would be useful to educators looking for ideas in choosing relevant topics or developing programs. One result of this project is the Consumer Skills for Disadvantaged Adults: An Annotated Bibliography (HT 3738 O88), which is also reviewed. Professional reading. tg/a,SEN,ESL,LSR,LIN,HDC

TX 335 O86 640.73

Available from: Ontario Ministry of Consumer and Commercial Relations
Cost: n.a. CDN

**Patterson, Jeffrey.** Guides for Family Budgeting... (Book). latest ed. Toronto: Social Planning Council of Metropolitan Toronto, annual.

1 volume.

This issue incorporates the periodic "Guides for Family Budgeting", and the "Budget Guides for the Elderly and for Single Parents." They give specific costs for food, housing, clothing, recreation, raising children, and call attention to some special circumstances that might affect family budgeting such as day-care fees. There are numerous tables and guidelines for item purchasing throughout the guide and the last section contains samples of various family budgets. Even though the guide reflects the cost of living in Metropolitan Toronto for low and moderate income families, teachers in other cities and regions will find this guide useful in establishing budget guidelines. a,SEN,LIN

TX 326 G94 640.42

Available from: Social Planning Council of Metropolitan Toronto
Cost: $13.00 - $20.99 CDN

**Planning for Retirement** (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a, SEN

HQ 1062 P693 1986 332.024

Available from: ACCESS Network
Cost: Contact publisher CDN

Pogrand, Phyllis, and Grebel, Rosemary. Caring for Your Car (Book). On Your Own Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

Series workbooks are designed to help older low achievers - secondary level poor readers and slow learners - develop independent living skills. The Janus "On Your Own" Series is devised to help these special-needs students develop skills in reading, writing, thinking independently and decision-making as well as prepare for their future as adults. Stories, follow-up exercises and activities provide opportunities to solve problems and to evaluate various aspects of their own lives. The revised Spache Readability Formula averages range from 2.1 to below 2.5. The teacher's manual lists difficult words, suggests approaches to teaching the units and includes answer keys. Titles in the series are: Caring for Your Car, Need a Doctor?, Sharing an Apartment, Getting Help. tg/8,9,10,11,12,LSR

TL 152 P6 629.28

Available from: Science Research Associates (Canada)
Cost: $0 - $5.99

**Practical Guide to Financial Planning for Retirement** (Book). Don Mills: Life Underwriters Association of Canada, 1980. 27p.

This booklet consists of five parts: a brief explanation of why consideration of income and capital needs is necessary, a guide to determining income and capital needs at retirement, forms to categorize present assets and projected value, forms to measure projected benefits and accumulations against estimated needs, and calculations to indicate where adjustments are necessary in the accumulation of assets and the type of investments required. a,SEN

HQ 1062 P7 332.024

Available from: Life Underwriters Association of Canada
Cost: $6.00 - $12.99 CDN

Primavera, Joanne. What Everyone Should Know about: Budgeting (Book). Chatsworth, CA: Opportunities for Learning, 1982. 24p.

Another compilation of duplicating masters written at the third-grade reading level, this booklet shows students the value of a budget in helping them get the things they want as well as the things they need. The final exercise gives the student an opportunity to design a budget according to his or her own circumstances. Others entitled What Everyone Should Know about... are listed in the index. tg/a,LSR

TX 326 P933 1982 332.024

Available from: Available on loan from Resource Centre
Cost: n.a.

Real Life Consumer Economics (Kit). New York: Scholastic, 1980.

Skills Book, spirit masters/visuals, teacher's guide.

Real Life Consumer Economics teaches basic economic concepts through exercises in consumer skills and activities. The program is divided into six units: basic economic facts; economics of food, clothing and shelter; economics of energy; economics of health; money and credit; and taxes and economics. Each lesson in the Skills Book contains an informational article, vocabulary, exercises, and decision making activities. The Teacher's Guide contains answers to the exercises in the Skills Book, teaching activities, lesson objectives and an index. Twenty-four spirit masters and six overhead transparencies provide follow up practice, pre-tests and post-tests. tg/9,10,11,12,a,LSR

HB 801 R22 1980 332.024

Available from: Home Economics School Service
Cost: $75.00

**Regan, Ellen M., and Harris, Marion.** To Learn/To Think: Curriculum Materials for the Kindergarten (Book). Toronto: Ontario Institute for Studies in Education, 1980. 75p.

Designed to "promote concept learning and the development of the thinking skills in young children" these materials are organized into diagnostic activities for learning basic meaning, using simple concepts, communication skills and relationship thinking. Intended for use in the kindergarten program, many of the tasks and activities are useful at the primary level, in special education or in teaching English as a second language to children.
tg/p,k,1,2,3,LSR,ESL

LB 1169 R433 72.218

Available from: OISE
Cost: $6.00 - $12.99 CDN

**Saskatchewan Consumer and Commercial Affairs.** Money Go Round (Kit). Regina: Northern Continuing Education, 1980.

1 volume.

"Understanding Your Paycheque" and "Budgeting Is for the Birds" are two of the titles in this series of five learning packages dealing with money management. Developed for Northern adults with grades 5-10 reading level, the series is designed to improve reading, researching, comprehension, and math skills. The continuing story of Mary's life provides material for general discussion and provides the basis for the problem-solving or decision-making activities. Each package includes a skill topic matrix and a list of suggested resources. Stretching Food Dollars (TX 335 S274), and To Buy ... Or Not to Buy (TX 335 S27) complete the series. They are reviewed elsewhere.
tg/a,LSR,NNA,ESL,LIN

TX 335 S276 332.024

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

**Saskatchewan Consumer and Commercial Affairs.** Spending Planner (Kit). rev. ed. Regina: The Department, 1984. 18p. and 3 booklets.

This set of booklets provides excellent self-help information for budgeting. Setting up a budget, calculating expenses, planning for irregular annual expenses and keeping records of spending are covered in detail. Tips for changing spending patterns and for getting out of debt are listed. Record keeping booklets and appendices supplement the information. The guidelines are useful in developing a budget that suits one's lifestyle and "reflects one's needs, wants, income and values." 11,12,a,LIN

TX 326 S273 1984 332.024

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

**Saskatchewan Consumer and Commercial Affairs.** Stretching Food Dollars (Kit). Regina: Northern Continuing Education, 1980.

1 volume.

Stretching Food Dollars contains three illustrated learning packages written in basic language. "Shape Up Your Shopping", "The Big Sell", and "Label Talk" are designed to develop reading, researching and math skills as well as shopping skills. Developed for Northern adults with grades 5-10 reading levels, each package provides a wealth of information simply written and illustrated, clearly explaining points such as how to find and how to read "best before" dates. Each package suggests resources for the student, provides worksheets and activities which help the student rate his awareness of the topic, and provides information sheets on such topics as recommended food storage times. Money Go Round (TX 335 S276) and To Buy ... Or Not to Buy (TX 335 S27) complete the series. They are reviewed elsewhere.
tg/a,LSR,NNA,ESL,LIN

TX 335 S274 641

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

**Saskatchewan Consumer and Commerical Affairs, and Department of Northern Saskatchewan.** To Buy...Or Not to Buy (Kit). Regina: Saskatchewan Consumer and Commercial Affairs, n.d.

1 volume.

This series of information packages has been developed to help Northern consumers make informed decisions about the items they might buy. The packages are entitled: "Deciding to Buy", "How Do I Pay For It?", and "It Quit - Now What?" Fact Sheets and activities on information-gathering comprise the first

package; the second covers every aspect of credit as one method of paying for major purchases; the third package offers suggestions on how to make a consumer complaint. Designed for use by Northern adults at a grade 5-10 reading level, they have also been used in a variety of program areas. A Skill Topic Matrix introduces each package and provides the educator and learner with a guide to areas of skill development contained in the package. This set of individualized learning packages is part of a comprehensive money management learning unit; Money-Go-Round (TX 335 S276), and Stretching Food Dollars (TX 335 S274) complete the series. They are reviewed elsewhere. tg/a,NNA,LSR,ESL,LIN

TX 335 S27 640.73

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

Savings and Investments, Credit (Book). Consumer Education ESL Series. Edmonton: Grant MacEwan Community College, 1984.

1 volume.

This program package is one of a three-volume series entitled "Consumer Education ESL Series" developed by the Consumer Education Project at Grant MacEwan Community College for use with adults. This package contains information on savings, short-term savings, investments, types of credit, credit applications and contracts. Divided into the two sections, each section contains transparency duplicates, handout materials and a program planning guide. Other titles in the series are Money Management and Consumer Rights and Responsibilities. tg/a,ESL

HG 179 S94 1984 332.024

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Sellers, Nancy. Advertising Techniques and Consumer Fraud (Book). Lifework Series. New York: McGraw-Hill, 1980. 108p.

This workbook has two parts. The first section - advertising techniques - is designed to increase students' awareness of the effects ads have on what they buy and how they buy. The second part - consumer fraud - helps them understand what consumer fraud is. This section also points out the most common kinds of consumer fraud and the methods for complaining. There are short stories, check tests, lists of words to know, and many activities. Written at a junior level, it would also be adapted for some adult programs. American laws limit its use to an extent. Sellers has written other titles in this series; they are reviewed elsewhere. 7,8,9,10,11,12,a,LSR

HF 5832 S34 640.73

Available from: McGraw-Hill Ryerson
Cost: $0 - $5.99

Sellers, Nancy. Buying and Caring for Your Car and Insurance for Your Life, Health and Possessions (Book). Lifeworks Series. New York: McGraw-Hill, 1980. 156p.

This two-part student workbook is written at a junior level. The first section is designed to help students understand how to buy and care for a car; the second section shows students what to look for when buying insurance. As in other Lifeworks titles, there are short stories, check tests (with answers), lists of words to know, and activities relating to each topic. Sellers has written other titles in this series; they are reviewed elsewhere. 8,9,10,11,12,a,LSR

TL 162 S44 629.2222

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Sellers, Nancy. Comparison Shopping and Caring for Your Personal Possessions (Book). Lifeworks Series. New York: McGraw-Hill, 1980. 92p.

This student workbook is designed to inform students about comparison shopping and how to care for their purchases. Consumer information is presented concerning food, clothing, and household items. There are short stories, check tests (with answers), lists of words to know and activities relating to each topic. Sellers has written other titles in this series; they are reviewed elsewhere. 7,8,9,10,11,12,a,LSR

TX 335 S419 640.73

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Sellers, Nancy, and Pichens, Leslie. Counting Money and Making Change and Making a Budget (Book). New York: McGraw-Hill, 1980. 124p.

This student workbook is designed to inform students about the basics concerning money and its management. The book has two parts. The first section is designed to show students how to handle money; the second section helps them understand the needs for planning expenditures

in order to get the most out of their money. There are short stories, check tests (with answers), list of words to know, and activites relating to each topic written at a junior level. It is a most useful book but American coins and bills limit its use. Sellers has written other titles in this series; they are reviewed elsewhere. 7,8,9,10,11,12,a,LSR

TX 326 S45 332.024

Available from: McGraw-Hill Ryerson
Cost: $6:00 - $12:00

Shurtz, Ann. Audio-Visual Resource Notebook for Adult Consumer Education (Book). Fairfax: Virginia Consumer Audio-Visual Education Project, 1979. 164p. and supp.

According to the long subtitle the resource notebook is: "an annotated bibliography of selected audio-visual aids for adult consumer education with special emphasis on materials for elderly, low-income and handicapped consumers". Included in the selection are almost 300 items for use as part of consumer education programs (not those assigned exclusively for classroom use) that run less than one half hour and contain both audio and visual components. The 1980 supplement suggests 40 items for use with foreign speaking groups. Each annotation contains a wealth of information including an indication of target audiences and preview ratings. Additional information may be found in two other bibliographic sections. "Field Testing" details the results of limited field testing on 35 items. "Program Suggestion" offers advice on materials for presentations to specific target groups. Addresses of producers and an index complete this informative list. Professional resource. tg/a,SEN,LIN,HDC,ESL

TX 147 S93 371.33

Available from: Virginia Consumer Audio-Visual Education Project
Cost: n.a.

Siverd, Bonnie. Count Your Change: A Woman's Guide to Sudden, Financial Change (Book). New York: Priam Books, 1983. 219p.

This step-by-step guide outlines ways to "raise cash in a hurry, protect a credit rating, handle creditors and ways to make the most of financial windfalls such as inheritance". The advice will help any woman who faces such sudden financial changes as divorce, illness, widowhood or sudden unemployment. a,LIN

HG 179 S69 1983 332.024

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

Snyder, Sarah. Insure Yourself: A Guide to Insurance (Book). Money Matters Series. Hayward, CA: Janus, 1984. 64p. and teacher's guide.

Designed to help secondary special-needs, adult basic education and English as a Second Language students "understand the concept of insurance as protection against risk", this workbook introduces students to five kinds of insurance: automobile, health and disability, homeowner or renter, and life. Each unit concludes with a checklist that can be used when buying insurance or when evaluating current coverage. The average reading level is 2.5 according to the revised Spache Readability Formula. A glossary of difficult words and phrases concludes the workbook. Titles in the series are: Be Ad-Wise..., Master Your Money..., More for Your Money..., Pay by Check..., Be Credit-Wise..., Insure Yourself. tg/10,11,12,a,LSR,ESL

HG 8516 S92 1984 368

Available from: Home Economics School Service
Cost: $0 - $5.99

Snyder, Sarah. Renting It Right (Book). EMC Corporation Workbook Series. St. Paul, MN: EMC Corporation, 1980. 32p.

Another in a series of workbooks for students with lower comprehension skills, this one emphasizes how to decide what one needs and wants in accommodation. Illustrations, forms and tests help the student figure out how and what to look for in a place to rent. Titles in the series are: Buying on Credit and Renting It Right. 10,11,12,a,LSR

HD 7287.6 S59 640

Available from: Changing Times Education Service
Cost: $0 - $5.99

Starkey, Carolyn Morton, and Penn, Norgina Wright. What You Need To Know about Basic Writing Skills, Letters & Consumer Complaints (Book). Essential Life Skills Series. Lincolnwood, IL: National Textbook, 1985. 60p.

Starkey and Penn have written a workbook to help secondary students and adults needing life skills basics learn how to write letters and memos and how to complain effectively. The first chapter concentrates on basic writing skills such as verbs, organization of sentences,

punctuation, editing and proofreading. The remaining chapters focus on writing an actual letter, memo or complaint. The last chapter shows how to complain in person, by phone or by writing. It also shows how to recognize which technique applies in each situation. Each section contains numerous and activities as well as examples of letters and memos. Its flexible format makes it useful for self-study or in a group setting. 10,11,12,LSR

PE 1481 S28 1985 418

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Sullivan, Betty. What Everyone Should Know about: Checking Accounts (Book). Chatsworth, CA: Opportunities for Learning, 1982. 44p.

This compilation of duplicating masters is written at the third-grade reading level and through four increasingly difficult simulation exercises, takes the student through the complete chequing cycle. Others entitled What Everyone Should Know about ... are listed in the index. tg/a,LSR

HG 1581 S9 1982 332

Available from: Available on loan from Resource Centre
Cost: n.a.

Thypin, Marilyn, and Glasner, Lynn. More Food for Our Money: Food Planning and Buying (Book). St. Paul, MN: EMC Corporation, 1979. 59p.

Shopping for food in a nutritious and economical fashion is demonstrated by following a young married couple on two weekly shopping trips. Through their conversation, readers learn about cost comparisons and the use of coupons. The principles being discussed apply in any modern shopping situation. Suitable for students who have reading handicaps. 9,10,11,12,a,LSR

TX 356 G53 641

Available from: Marvin Melnyk
Cost: $0 - $5.99

Thypin, Marilyn, and Glasner, Lynne. Good Buy! Buying Home Furnishings (Book). St. Paul, MN: EMC Corporation, 1980. 59p.

In this story we follow the steps that a newly married couple go through in deciding to buy a new couch for their apartment. In their considerations, they explore the features that should be evident in a well-made couch. Alternate methods of payment are explained and in particular, a store installment credit plan which the couple finally chooses. This is an easy reader that students can read and understand by themselves. Suitable for students who have reading handicaps. 9,10,11,12,a,LSR

TX 167 T42 645

Available from: Marvin Melnyk
Cost: $0 - $5.99

Thypin, Marilyn, and Glasner, Lynne. Leases and Landlords: Apartment Living (Book). Consumer Education Series. St. Paul, MN: EMC Corporation, 1980. 59p.

A young couple encounter problems in having a leaky pipe fixed in their apartment while helping a sister-in-law find a suitable apartment for herself. Written in basic English in large print, this American book very clearly and simply explains all the steps that should be taken when looking for an apartment. Titles in the series are: Leases and Landlords, and Put Your Money Down. 9,10,11,12,a,LSR

KF 590 Z9 T48 346.73

Available from: Changing Times Education Services
Cost: $0 - $5.99

Thypin, Marilyn, and Glasner, Lynne. Put Your Money Down: Buying on Credit (Book). Consumer Education Series. St. Paul, MN: EMC Corporation, 1979. 59p.

Another story in EMC Corporation's basic English Consumer Education series, this time a couple shops for a new refrigerator and a credit plan with which to buy the new appliance. Photographs accompany the story. Titles in the series are: Leases and Landlords, and Put Your Money Down. 9,10,11,12,a,LSR

TX 335 G49 640.73

Available from: Changing Times Education Services
Cost: $0 - $5.99

Tibbetts, John W., and Westby-Gibson, Dorothy. Personal and Family Financial Planning for Multicultural Adults (Book). Washington, DC: American Council of Life Insurance, 1982.

1 volume.

A staff development program for adult basic education and English as a Second Language teachers, administrators, counsellors and staff developers. The staff development manual provides steps for introducing teachers to the relationships between cultural patterns and financial practices. The process model provides the concepts and processes upon which the workshop programme is built. The resource data manual provides research about the relationships of financial planning to cultural diversity. The teacher's manual provides a sample competency-based module for three basic financial areas: obtaining, using and protecting resources. tg/a,ESL,LSR

HG 179 T42 332.024

Available from: American Council of Life Insurance
Cost: Limited distribution, contact publisher

**Toy Report: A Buyer's Guide to Toys** (Book). latest ed. Ottawa: Canadian Toy Testing Council, annual.

This guide presents an analysis of hundreds of toys tested by Canadian children in conjunction with the Canadian Toy Testing Council - a group of concerned parents and consumers. Listings show manufacturer, toy name, model number, age range, price range, and comments. Treatment is according to type of toy - electronic games, plush toys, infant toys, science kits. Each type is divided into recommended, not recommended, and discontinued lists, with highly recommended toys indicated by bold print. Each toy's rating is based on 6 factors: design, function, safety, durability, packaging, and play value. All ages have been covered. The Toy Report lists suppliers as well as an index of toy names. New for the 1984 edition are 25 pages listing toys for the disabled child. Commercial and home-made toys which enrich playtime and help a child acquire new skills are suggested for the child with cerebral palsy, for the mentally disabled, the developmentally delayed, the sight impaired, hearing impaired, and for developing motor skills. a

TS 2301 T7 G591 688.7

Available from: Canadian Toy Testing Council
Cost: $0 - $5.99 CDN

**Wahlstrom, Merlin W.** Early Childhood Education: Perceptions of Programs and Children's Characteristics (Book). Toronto: Ontario Ministry of Education, 1980. 224p.

A summary of programs in Ontario for 3 to 8 year olds, this research examines the "problems, priorities and practices which have determined the range and nature of these opportunities." Two questionnaires developed to monitor these areas in the delivery of programs, were administered to school boards, focusing on the provision of services, and to teacher federations and parent associations, requesting response to the services delivered. Interviews of native and major ethnocultural groups observed reactions to the programs available. Statistics, program descriptions and the questionnaire address issues in the field and cover programs in day care, kindergarten, special education, French language schools, private schools, publicly-supported alternative schools, French as a Second Language programs, and hospitalized and homebound programs. Professional reading. tg/p,k,1,2,3

LB 1140 W26 372.21

Available from: OISE
Cost: $0 - $5.99 CDN

Westby-Gibson, Dorothy, and Tibbetts, John W. Life School: Consumer Economics (Book). Belmont, CA: Fearon Education, 1981.

1 volume.

This teaching package is designed to help professionals teach adults with low reading levels, including ESL and native students, the practical skills of day-to-day living. It looks at the various aspects that fall under consumer economics: money, groceries, clothing, housing and money management. Pre/post tests are available as are reproducible student handouts. tg/a, ESL,LSR,NNA

TX 335 W298 1981 640.73

Available from: Home Economics School Service
Cost: $75.00

**Wigdor, Blossom T.** Planning Your Retirement: The Complete Canadian Self-Help Guide (Book). Toronto, Grosvenor House Press, 1985. 224p.

This book addresses the psychological aspects of the changes in lifestyle and living arrangements that one faces at retirement. It discusses the pros and cons of buying, renting or selling one's home, how to plan financially for retirement and how to plan one's estate. There are also chapters of interest to the thirty year old, the 40-65 age group and the 65-plus age group. The appendices provide information on setting up retirement planing seminars and about community resources for the retired. A bibliography and index are included. a,SEN

HQ 1062 P58 1985 646.79

Available from: Grosvenor

Cost: $6.00 - $12.99 CDN

Wilson, Rachel. Master Your Money; A Guide to Budgeting (Book). Money Matters Series. Hayward, CA: Janus, 1981. 64p. and teacher's guide.

This series of workbooks/guides is designed to help secondary, special-needs students use ads wisely, shop wisely, budget their resources and to show these students how to obtain and use chequing accounts. Illustrated stories are interwoven throughout the units. These stories provide motivation to master the concepts and provide concrete examples of these concepts. Readability averages 2.5 on the Spache Formula. The Teacher's Guide lists difficult words, suggests teaching approaches and includes answer keys. Titles in the series are: Be Ad-Wise..., Master Your Money..., More for Your Money..., Pay by Check..., Be Credit Wise..., Insure Yourself. tg/8,9,10,11,12,LSR

TX 326 W4 640.42

Available from: Science Research Associaties (Canada)
Cost: $0 - $5.99

**Wylie, Betty Jane.** Best Is Yet to Come (Book). Toronto: Key Porter, 1985. 206p.

Retirement planning does not need to be difficult when taken one step at a time. The author has divided the retirement plan into two sections, "Fifty-Plus" and "Sixty and Counting". The former section deals with RRSPs, insurance, pension plans, investments and wills. The latter section discusses RRIFs (Registered Retirement Income Funds), health care, life changes and becoming more thrifty. The final section, "The Future Is Already Here" discusses day-to-day considerations: attitude, saving, housing alternatives, travel, social services and when children have to help. The material is easy to read and need not only apply to those planning their retirement. Two appendices, a glossary, a booklist, and an index conclude the guide. a, SEN

HG 179 W965 1985 332.02401

Available from: Key Porter
Cost: $13.00 - $20.99 CDN

Young, Eleanor R. Basic Skills in Shopping: Lesson Sheets on Long-Run Spirit Masters (Book). Fairfield, NJ: CEBCO, 1974. 24p.

The worksheets in this teacher's guide provide activities and exercises for elementary students to develop basic shopping skills. The teacher's guide provides specific suggestions for discussion, motivation, and work with the chalkboard or overhead projector. It suggests that most students will need additional preparation by the teacher besides that suggested on the worksheets. This high interest/low vocabulary material covers such topics as comparison shopping, mail order buying and evaluating supermarket ads. tg/4,5,6,LSR

TX 335 Y84 640.73

Available from: Social Studies School Service
Cost: $6.00 - $12.99

Your Guide for Teaching Money Management (Book). rev. ed. Prospect Heights, IL: Money Management Institute, 1981. 40p.

Another of the Money Management Institute booklets, this guide presents "concepts, learning experiences and resources for teaching personal economics to students of different ages and abilities". It can be used to teach a single unit or can be incorporated into various subject areas. Brief suggestions are provided to help educators adapt material when working with elementary school students, those of limited ability, low income groups, average ability, advanced accelerated groups, club groups and adult education programs. tg/4,5,6,7,8,9,10,11,12,a,LSR,LIN,ADV

HG 179 Y79 332.024

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99 CDN

## III. FINANCIAL MANAGEMENT

### A. MONEY MANAGEMENT

**Alberta Advanced Education.** It's Your Future (Videocassette). Calgary, ACCESS Alberta, 1983.

1 videocassette. colour. 12 minutes. 1/2 in.

Advance planning is the key to adequate health, income and housing in retirement. The video describes how to set goals now and how to develop a detailed action plan to ensure that the desired goals become reality. a,SEN

HQ 1061 I77 332.024

Available from: Alberta Advanced Education
Cost: Contact Alberta Advanced Education
CDN

**Alberta Advanced Education and Manpower.** Matter of Time: No Place to Go/It All Adds Up (Videocassette) Edmonton: ACCESS Alberta, n.d.

2 programs. 13 minutes 18 seconds and 9 minutes 59 seconds. colour. 1/2 in. and 3/4 in.

Accompanies A Matter of Time: Pre-Retirement Leader's Guide (HQ 1061 A523). a,SEN

HQ 1061 A522 301.435

Available from: ACCESS Network, or Alberta Manpower, Career Information Services
Cost: Limited distribution, contact publisher
CDN

**Alberta Advanced Education and Manpower.** Matter of Time: Pre-Retirement Leader's Guide (Book). Calgary: ACCESS Alberta, 1981. 59p.

The purpose of this program is to provide people 40 years of age and older "with the necessary information and appropriate life-planning, problem-solving and decision-making skills to prepare for a satisfying retirement lifestyle, and to develop personal pre-retirement planning goals." Each of the 7 sessions focuses on one key area of retirement planning such as the aging process, financial planning, management of unscheduled time, and relationships. The workshops follow a small-group discussion approach and corresponding videotapes act as focal points. Videotapes are available to educational institutions from ACCESS Media Resource Centre. Private companies and organizations should contact Career Resources Branch, Alberta Manpower. tg/a,SEN

HQ 1061 A523 301.435

Available from: ACCESS Network, or Alberta Manpower, Career Information Services
Cost: Limited distribution, contact publisher
CDN

**Alberta Advanced Education and Manpower.** Time of Your Life: A Guide to Pre-Retirement Planning (Book). Edmonton: The Department, 1982. 80p.

This booklet describes planning as a positive approach to life. It means looking ahead with confidence and making careful decisions about health, housing, money and goals. Decisions regarding family, friends, moving and leisure time are also important and are briefly discussed. Addresses, glossaries, checklists and suggested activities and reading lists are scattered throughout this short but informative book. a,SEN

HQ 1061 A52 301.435

Available from: Alberta Manpower
Cost: Free
CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Money Talks: A Workshop for Parents on Teaching Children to Manage Money (Kit). Edmonton: The Department, 1983.

Duplicating masters, tipsheets, booklets, teacher's guide.

The objective of this teaching package is to teach parents how to teach their children to manage money. Although the package was prepared primarily for use with parents who have children aged 5 to 12, some information is included for parents of teenagers. A discussion format is used throughout the workshop. Background information and suggested discussion questions are provided. The main topics included are: basic skills (such as recognizing and naming coins and counting money), managing an allowance, saving, banking, shopping, critically analyzing advertising and establishing a home away from the family. Instructors are encouraged to choose topics and discussion questions based on the needs and interests of the group. Time required for the workshop will therefore vary. tg/k,1,2,3,4,5,6

HG 179 A72 332.024

Available from: Available on loan from Resource Centre
Cost: n.a.
CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Taking Charge of Your Money (Book). Edmonton: The Department, 1983. 52p.

Taking Charge is a 52-page, self-help money management booklet. It includes the three major topic areas of financial planning, using credit, and trimming expenses. The mood is positive and the information is presented in a stimulating fashion. There are quizzes to answer, charts to complete, real-life examples to ponder and a planning calendar to hang on the wall. After reading Taking Charge consumers will be able to prepare a written financial plan and establish an emergency fund.

They will also learn to reduce expenses if they follow the advice of fellow Albertans who contributed "cost-cutting ideas that really work." The magazine format gives the user a choice of where to begin and what to read. It is a smorgasbord rather than a set menu. By selecting areas that are relevant to their own financial situations, Albertans can learn money management skills that will help them achieve their financial goals, increase their financial flexibility, and avoid financial problems. a

HG 179 A272 332.024

Available from: Alberta Consumer and Corporate Affairs
Cost: Free CDN

Albin, Francis M. Consumer Economics and Personal Money Management (Book). Englewood Cliffs, NJ: Prentice-Hall, 1982. 466p.

For instructors and students, this textbook is useful for a first year course in business or home economics, for special seminars or workshops directed towards women, for high school courses, or for community education programs. The subject matter is divided into the following major categories: planning, organizing, controlling, hedging against financial losses, saving and borrowing, consumption, investing, and the post-working years. Although this book covers many topics, the information is often extensive. Worksheets, tips, additional readings and glossaries for each category give the student ample material with which to make intelligent financial decisions. The student is encouraged to adapt the worksheets to meet his own needs. Index. 11,12,a

HG 179 A42 332.024

Available from: Prentice-Hall Canada
Cost: $21.00 - $30.99

Albin, Francis M. Consumer Economics and Personal Money Management; Instructor's Manual (Book). Englewood Cliffs, NJ: Prentice-Hall, n.d. 257p.

Accompanies the textbook, Consumer Economics and Personal Money Management, reviewed elsewhere. tg/11,12,a

HG 179 A43 332.024

Available from: Prentice-Hall Canada
Cost: n.a.

Anderson, Brian E., and Snyder, J. Christopher. It's Your Money (Book). 4th ed. Toronto: Methuen, 1984. 254p.

"Canada's best-selling guide to personal financial planning" tries to answer the questions: How much insurance should I carry? How do I budget? How do I refinance my house? Should I invest in gold or buy an RRSP, or should I pay off my mortgage first? This guide offers tips on the usual topics of budgets and gaining credit and advice on inflation fighting, employee benefits, and financial changes such as divorce, widowhood, job termination and relocation. An introduction to the variety of financial matters readers should be evaluating or reassessing, the guide lists "do's and don'ts" and offers rules for finding and using a financial advisor. Includes a long personal financial profile form to fill out. Glossary and index. a

HG 179 A633 1984 332.024

Available from: Methuen
Cost: $6.00 - $12.99 CDN

Bailard, Thomas E.; Biehl, David L.; and Kaiser, Ronald W. Personal Money Management (Book). 4th ed. Chicago: Science Research Associates, 1983. 623p.

The reader begins by determining his or her present financial situation and is led through various financial decisions such as investing, borrowing, insurance and so on up to planning for retirement. Each chapter is followed by case studies, questions, relevant vocabulary and recommended readings. The book follows one young couple as they learn to manage their money more effectively. The how-to approach and the step-by-step procedures make this a valuable tool for instructors teaching personal finance to undergraduates or adults. An index and glossary are included. a

HG 179 B27 1983 332.024

Available from: Science Research Associates (Canada)
Cost: $31.00 - $50.00

Bass, Jack. How to Make Your Money Work for You (Book). Cambridge, ON: Collier Macmillan, 1980. 110p.

This book on money management takes the reader through the steps to build personal financial knowledge in order to use income more effectively to reduce debt and build assets. The skills learned in Part One are then applied in Part Two to invest savings and assets for the present and future. The author has

used detailed charts that can be photocopied for re-use. Glossaries of real estate and investment terms are provided. a

HG 179 B38 332.024

Available from: Collier MacMillan Canada
Cost: $6.00 - $12.99 CDN

Berry, Joy Wilt. What to Do When Your Mom or Dad Says ... "Earn Your Allowance!" (Book). The Survival Series for Kids. Chicago: Children's Press, 1981. 48p.

Has it occurred to you that your child's resistance to your request to "earn your allowance!" may come from not knowing how to do what you have asked? The author asks the question then uses a "show me how then let me do it method." The parent demonstrates how a task should be done, does the task with the child or encourages him or her to do it while the parent watches, lets the child do the task alone, and in the last step, praises the work. The book includes a sample task chart and many cartoon illustrations to make the reading and the doing more fun! 2,3,4,5,6

HG 179 B37 332.024

Available from: Nelson Canada
Cost: $6.00 - $12.99

Bohn, Robert F. Budget Book and Much More: Managing Your Money, Goals, Time, Assets, Vital Records (Book). Provo, UT: Brigham Young University, 1978. 108p.

Rather than being a text on budgeting, this is a "workbook", consisting largely of forms to be filled out by an individual wishing to set up an efficient personal financial record. In addition to the many forms, there are practical suggestions on money management, and eleven one-page sections of financial tips on topics such as housing, taxation, and investments. Page numbering is sporadic with many full-page forms being unnumbered, which causes some difficulty in locating information. Because of the workbook format and personal budget emphasis, this book would not be practical for use with an entire class. However, teachers might wish to duplicate some of the forms for use in case study assignments. 10,11,12,a

TX 326 B63 640.42

Available from: Brigham Young University Bookstore
Cost: $6.00 - $12.99

Boyle Street Co-op. Family Budgeting Guide for the City of Edmonton, 1985 (Book). Edmonton: Boyle Street Co-op, 1985. 75p.

This guide provides information on what it costs to maintain a family in Edmonton. From the summary tables provided one can construct a family budget to help allocate expenditures and determine the constraints of a low income family. This booklet gives a cost run down of such budget components as child care and clothing costs, and provides suggestions on menu planning and shopping for food and clothing. 10,11,12,a,LIN

TX 326 B79 1985 640.42

Available from: Boyle Street Community Services Co-op
Cost: $6.00 - $12.99 CDN

Brown, Kathleen H. Personal and Family Finance (Book). 8th ed. Guelph: University of Guelph, 1980. 375p.

The text is intended for an introductory course in personal finance. The contents are divided into four main sections: credit; taxes; financial planning; and financial security. Each chapter begins with stated objectives and concludes with a study guide consisting of questions and problems. Sample legal forms have been included. 11,12,a

HG 179 B82 640.42

Available from: University of Guelph
Cost: $6.00 - $12.99 CDN

Brown, Kathleen H. Personal Finance for Canadians (Book). 2d ed. Scarborough: Prentice-Hall Canada, 1984. 404p.

The text was designed for an introductory college course in personal finance and is also suitable for senior high school classes. The topics cover the many aspects of consumer credit, financial planning and financial security. Consumer credit is presented in considerable detail. The basic concepts, principles and vocabulary have been explained for the subjects of income tax, bonds, and stocks. The reader should consult other resources for detailed information in these areas. Each chapter begins with a set of objectives and ends with questions, problems, and a list of references for further reading. The Appendix supplies a sample mortgage contract, sample insurance policies and contracts. Index. 11,12,a

HG 179 B762 1984 332.024

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99 CDN

Bundy, Darcie. Affordable Baby: A Complete Consumer Guide to Costs and Comparisons for Parents-to-Be (Book). New York: Harper & Row, 1985. 289p.

Here is everything new parents need to know about the cost of all goods and services, from maternity clothing to saving for a college education and everything else - medical care insurance, childcare alternatives and diapers - in between. Index. a

HQ 769 B7755 338.476491

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

Campbell, Sally. Confident Consumer (Book). South Holland, IL: GoodheartWilcox, 1982. 368p.

From food and clothing to education and investments this U.S. textbook will help the reader learn how to make decisions about earning, spending, saving, borrowing, and investing money. The textbook is practical and easy to read. It provides learning objectives, case studies, and review questions and activities as well as numerous charts, tables, examples and forms. Appendices, a glossary and an index supplement the straight-forward text. 10,11,12,a

HG 179 C32 381.33

Available from: General
Cost: $13.00 - $20.99

Canadian Advisory Council on the Status of Women. Love, Marriage and Money...An Analysis of Financial Relations Between the Spouses (Book). Ottawa: The Council, 1984. 90p.

This pamphlet is particularly concerned with the equality of women in marriage, and concentrates on the reforming of family laws to guarantee women an equitable share of the earnings and assets of marriage. Addressing itself to women, this pamphlet shows women what their legal position is, what it should be and gives a little advice on how to cope in the meantime. "Finances during marriage", "money after love has gone", "love, money and health" and other topics are discussed in a legal context. Bibliography. a

HG 179 C76 1984 332.024

Available from: Canadian Advisory Council on the Status of Women
Cost: free CDN

Children and Money Management (Book). rev. ed. Money Management Library. Prospect Heights, IL: Household International, 1981. 28p.

Another in the Money Management Library series of colourful booklets attempting to increase the reader's money management skills. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 5,6,7,8,9,10,11,12,a

TX 326 C65 332.09

Available from: Household Finance Corporation of Canada
Cost: $6.00 - $12.99 CDN

Choice$, Choice$, Choice$ (Kit). Port Collins: Colorado State University, n.d.

108 slides, 1 cassette, guide.

This slide-tape presentation illustrates that whether establishing or maintaining a good credit rating, fighting inflation or determining insurance needs, financial planning is the key. a

HG 179 C47 332.024

Available from: Colorado State University
Cost: $75.00

Classroom Money Management Kit (Kit). Toronto: CUNA Mutual Insurance, 1973.

4 cassettes, booklets, teacher's guide.

This kit includes a booklet of insurance reprints, a money management calendar, and suggested classroom activities. The total concept of credit is discussed on the cassettes. This kit also covers shopping for money, lending institutions, and bankruptcy. tg/8,9,10,11,12

TX 326 C56 332.024

Available from: CUNA Mutual Insurance
Cost: $6.00 - $12.99

Cohen, Jerome R. Personal Finance (Book). 6th ed. Homewood, IL: Richard D. Irwin, 1979. 515p.

This text is designed for college use, but could be adapted as a supplementary resource for secondary consumer education programs. The style of writing is clear and simple and information is organized logically in three sections which include planning a lifestyle, protection of life and assets, and managing money. Within each section, chapters are devoted to individual topics such as budgeting, life insurance, and consumer credit. Each chapter concludes with a bibliography of suggested readings and a set of case problems. a

HG 179 C66 332.024

Available from: Richard D. Irwin
Cost: $13.00 - $20.99

Colman, Carol. Love and Money: What Your Finances Say about Your Personal Relationships (Book). New York: Coward-McCann, 1983. 254p.

Through planning and open communication, every couple can manage both love and money, whether they are traditional "bread-winner/bread maker" couples, or those with "house husbands", whether they are living together, or are in business together. Colman provides another perspective to money management by describing specific situations and couples to illustrate points. Divorce, widowhood and retirement are also discussed. Bibliography. a

HG 179 C662 1983 332.024

Available from: General
Cost: $13.00 - $20.99

Consumer Economics: Making Decisions! (Film). Chicago: Encyclopedia Britannica Educational Corporation, 1983.

16mm. colour. 20 minutes.

When Sam receives his yearly allowance and bus pass money in one lump sum, he faces many decisions on how to spend this money. Sparky, a computerized robot, teaches Sam the decision-making process. This film is attention-getting for this grade level, and should lead to class discussions in money management and decision-making. 4,5,6,7

CAF 157

Available from: Visual Education Centre
Cost: Contact publisher

Consumer Education Part II: Managing Your Money (Kit). Mount Kisco, NY: Teaching Resources Films, 1974.

4 filmstrips, 4 cassettes.

Teaches the techniques of spending and saving personal income. It explains how to use a budget to guide purchasing and illustrates ways to avoid the loss of purchasing power because of deceptive advertising. Students learn to increase their capital value through insurance and investments and they are encouraged to set goals for wise buying that reflect the principles learned in this unit. 9,10,11,12

HG 179 M31 332.024

Available from: AIM Educational Aids, or Ginn and Company
Cost: $100.00

Costello, Brian. Your Money and How to Keep It (Book). rev. ed. Don Mills: Stoddart, 1985. 250p.

Learn how to make a mortgage tax deductible, earn up to $43,445 tax free, choose the right broker, and how to tell if one has the right amount of insurance. Individual tax tables compare taxes in other provinces as well as the percent combined tax paid on the next level of income. Appendices include blended monthly mortgage payment tables and federal personal exemptions illustrating the beginning level of erosion. The 1985 edition has added new topics including several on RRSPs and has been revised according to the new federal budget. Index. a

HG 179 C67 1985 332.024

Available from: Stoddart
Cost: $6.00 - $12.99 CDN

Coté, Jean-Marc. Instructor's Guide for Personal and Family Financial Planning (Book). Toronto: Canadian Life and Health Insurance Association, 1984.

1 volume.

Part 1 of this manual describes the six financial planning competencies and provides some hints for teaching adults. Part 2, the program of instruction, is divided into four parts: understanding financial planning, and obtaining, protecting and using financial resources. Supplementary materials include reproducible student handouts and a bibliography. tg/a

HG 179 C89 1984 332.024

Available from: Canadian Life and Health Insurance
Cost: n.a. CDN

Designing Your Financial Plan (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 179 P695 1986 332.024

Available from: ACCESS Network
Cost: Contact publisher CDN

Dunnan, Nancy. Financial Savvy for Singles (Book). New York: Rawson, 1983. 304p.

The author states that the book illustrates "new ways to multiply money in the 80s" whether one is unmarried, divorced, widowed or a "live-together." Many financial concerns of single people are dealt with in a straight-forward manner. Among the major topics are housing, alimony, tax planning, aging parents and children. There is an appendix of basic guidelines and worksheets to supplement some of the information presented in the text and there is also a comprehensive index. a

HG 179 D86 1983 332.024

Available from: Hollinger House
Cost: $6.00 - $12.99

Financial Planning Education: A Challenge for Teachers, Trainers, and Institutions (Book). Reston, VA: Association of Teacher Educators and American Council of Life Insurance, 1982. 117p.

Papers presented at the American Council of Life Insurance's Annual Teacher Education Meetings, 1979-1982. Professional reading. tg

HG 179 P466 1982 332.024

Available from: Association of Teacher Educators or American Council of Life Insurance
Cost: n.a.

Gallagher, John. Handling Your Money (Kit). New York: Educational Design, 1983.

4 filmstrips, 4 cassettes, teacher's manual.

This filmstrip program is designed to teach students the money management skills they will need to know in living on their own, and to introduce students to life planning skills. Filmstrip titles are: "Basic Money Management", "Budgets, Banks and Banking" and "Credit". tg/10,11,12

HG 179 G25 1983 332.024

Available from: Social Studies School Service
Cost: $100.00

German, Donald R., and German, Joan W. Only Money Book for the Middle Class (Book). New York: William Morrow, 1983. 335p.

To alleviate "victimization" the individual member of the middle class must improve his personal financial situation by doing two things: increase income and reduce expenses. Tips are given regarding investments, budgeting, and planning for retirement. The author discusses insurance as a potential money trap, charity, and the economics of living together or alone. Bibliography and index. a HG 179

G4 1983 332.0240622

Available from: Business Books
Cost: $21.00 - $30.99

Grenby, Mike. Mike Grenby's Money Book: How to Survive Canada's Inflation (Book). 2d ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1979. 169p.

This handbook tells how to manage money, bargain wisely, and enjoy accumulated money. Twenty-one chapters cover topics such as housing, credit, effective complaining,

comparison shopping, insurance, and investment. Marriage, travel, entertainment, having children, and retirement are also discussed in a clear and readable style. By knowing how to control money, one can maximize his/her chances of financial survival during times of inflation according to the principles outlined in this book. a

HG 179 G74 332.024

Available from: International Self-Counsel Press

Cost: $0 - $5.99 CDN

Guide to Making Money: How to Do It Yourself (Book). 2d ed. Bath, ON: Canadian MoneySaver, 1985. 212p.

The Editors of Canadian MoneySaver explain various principles of money management and tax considerations, examine the most popular forms of investment, and describe how to start a small or home business. They begin by helping the reader identify and evaluate his or her current financial situation. The remaining chapters focus on tax planning, RRSPs, RRSP maturity options and investing in gold and silver. One chapter is devoted entirely to small business: running a business, buying a business and franchising. An appendix of current income tax rates throughout Canada concludes this guide to making, keeping and saving money. a

HG 179 G84 1985 332.024

Available from: Canadian MoneySaver
Cost: $6.00 - $12.99 CDN

Hall, Mary Bowen. More for Your Money: How to Increase Your Spending Power up to 20% Without Increasing Your Income (Book). Boston: Houghton Mifflin, 1981. 171p.

The ideas in this book are written for the consumer and are presented in a simple, personal style. A set of worksheets provides guidelines for self-examination of objectives, planning and review/analysis. It may be useful as suggested reading for an adult workshop on money management. a

TX 326 H24 640.42

Available from: Thomas Allen
Cost: $6.00 - $12.99

Hardy, C. Colburn. Your Money and Your Life: Planning Your Financial Future (Book). 2d ed. New York: American Management Associations, 1982. 309p.

Hardy calls it a do-it-yourself book on various aspects of financial planning and money management - from net worth calculation to choosing advisors - with lists and explanations but with few specific recommendations. The book contains charts, tables, forms and examples that can be adapted to a particular personal situation. Although an American book, the background material on long-range financial planning is useful to any Canadian concerned about his or her financial future. Bibliography and index. a

HG 179 H29 332.024

Available from: Business Books
Cost: $6.00 - $12.99

Heatter, Justin. Take Charge of Your Finances and Win Financial Freedom (Book). New York: Scribner's. 1984. 248p.

Divided into four major sections, the book provides a framework from which the reader can develop his or her own financial plan. Discussed are the essences of financial planning, assessing the present financial situation, protecting present assets, and strategies to enhance present assets. Simple, proven techniques in money management, investments, tax savings and personal financial planning are explained. Written with some humor, this book would be beneficial to anyone wishing to delve more seriously into financial planning. Includes an index. a

HG 179 H375 1984 332.024

Available from: John Wiley & Sons Canada
Cost: $21.00 - $30.99

Henney, R. Lee. Consumer Economics (Kit). Valparaiso, IN: Educational Diagnostic Services, 1975. 4 booklets, teacher's guide.

Four booklets attempt to increase the consumer skills of adults. "Managing Your Money" covers currency, weights and measures, taxes and money management. "The Best Buy" considers basic economics, comparison shopping and advertising. "Spending Your Money" discusses such major expenditures as housing, a car, home furnishings as well as care of possessions. "Aids to the Consumer" presents banking services, credit, insurance and consumer protection. Information is standard and U.S. oriented, but reading level is low and suggested tasks practical and useful. tg/a,LSR

HG 179 H38 332.024

Available from: Educational Diagnostic Services
Cost: $6.00 - $12.99

Hogarth, Jeanne, M. Take Control of Your Finances: Some Basics for a Spending Plan (Kit). Ithaca, NY: Cornell University, 1984.

66 slides, 1 cassette, 2 booklets, script, teacher's guide.

Designed to help high school students determine their present financial situation and learn to allocate their resources more efficiently, this kit is also useful to professionals who counsel on financial matters. The teacher's guide is comprehensive and contains many suggestions and exercises. tg/11,12,a

HG 179 H678 1984 332.024

Available from: Cornell University, Audiovisual Resource Centre
Cost: $31.00 - $50.00

Household Finance Corporation. Money Management Institute. Your Financial Plan (Book). rev. ed. Money Management Library. Toronto: Household Finance Corporation of Canada, 1982. 32p.

Another booklet in the Money Management Library Series, this one takes you step by step through the process involved in setting up and managing a basic financial plan. From recognizing values and establishing goals to choosing the chief money manager in the family or living with inflation, this brief guide provides enough information and guidance to make an excellent start on money management. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or..., Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 11,12,a

TX 326 H33 332.024

Available from: Household Finance Corporation of Canada
Cost: $0 - $15.99 CDN

Hunnisett, Henry S. Retirement Guide for Canadians (Book). 8th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1986. 294p.

Directed toward both the retired and the soon-to-be retired this book describes planning for a successful retirement. Beginning with a statement that personal needs analysis and goal establishment would enhance that retirement, the author then outlines areas in which analysis should take place. Recreation, education and travel plans are examples. He later discusses retirement income, RRSPs, funerals, wills, housing and health. A good introduction to the subject, the book ends with appendices containing the costs of medical care in Canada, addresses of Canadian volunteer centres, and a table listing the amount of taxation on dividends and personal tax exemptions to seniors. a,SEN

HQ 1064 C3 H8 1986 646.79

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

Jacks, Evelyn. Jacks on Tax Savings (Book). Markham, ON: Fitzhenry & Whiteside, 1985. 156p.

Evelyn Jacks - tax columnist for the Winnipeg Sun and other newspapers, editor of the newsletter The Canadian Income Tax Update, producer and host of the open-line television programme "Your Taxes", and a business education instructor - specializes in explaining complicated tax law in easy, understandable language. Although there is a massive amount of information, the manner in which this book is written assists the reader in understanding complex issues. There are useful and interesting appendices which include definitions, a summary of significant budget changes, a list of government publications and various tax forms, and finally a list of interpretation bulletins and information circulars. This book can make filing our tax returns much easier and more comprehensible. a

HJ 4661 J32 1985 343.71052

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99 CDN

James, Elizabeth and Barkin, Carol. Managing Your Money (Book). Milwaukee: Raintree, 1977. 47p.

The seven chapters each explain a different aspect of money management for children first learning how to budget their money. The concept of money is explained and how savings and checking accounts work. Ideas are provided on various ways to earn money. A simple budget is demonstrated and readers are encouraged to start their own. The concepts presented here are more complex than the sentence structure being used. 3,4,5

HG 221.5 J347 332.024

Available from: MacDonald Raintree Canada

Cost: $6.00 - $12.99

Ladley, Barbara, and Wilford, Jane. Money and Finance: Sources of Print and Nonprint Materials (Book). New York: Neal-Schuman, 1980. 208p.

This guide describes more than 500 organizations that provide publications and information on all aspects of personal finance - the art of budgeting, managing, and planning individual or family income and expenditures - geared to the ordinary individual. The Preface outlines the organization: under each general interest category entries are arranged alphabetically by the name of the organization. Each entry contains the following information: name, address, and telephone number, purpose or major activities, special programs or information services, membership fees and special discounts (if applicable), the scope of the organization's publishing program, and titles representative of the source's financial publication. The Appendix lists producers and distributors of nonprint business materials. Various indexes. Professional resource. tg

HG 151.7 L33 1980 016.322

Available from: Neal-Schuman
Cost: $31.00 - $50.00

Lang, Larry R., and Gillespie, Thomas H. Strategy for Personal Finance (Book). 3d ed. New York: McGraw-Hill, 1984. 724p.

This text is designed to assist post-secondary students develop and improve their personal financial management skills. Students are shown how to analyze financial information in order to make decisions best suited to their needs. This is accomplished by a three step process in which the student is told "why a particular topic is important, how to develop a financial decision model that incorporates the costs and benefits associated with a particular financial product or service, and how students can use the decision model to assist them." Part One introduces the student to the planning process. Part Two covers budgeting, financial services, taxes and credit. Part three discusses such consumer expenditure issues as leasing versus buying a car, renting versus buying a home and the costs of operating appliances. Part four shows how to develop an insurance plan for safeguarding financial resources and income. Part Five covers retirement, estate planning, and investments. An index is included. tg/a

HG 179 L26 1984 332.024

Available from: McGraw-Hill Ryerson
Cost: $31.00 - $50.00

Lawrence, Judy. Common Cent$: The Complete Money Management Workbook (Book). Homewood, IL: Dow Jones-Irwin, 1986. 84p.

A financial counsellor has written a workbook that is easy to understand and that provides a comprehensive approach to money management. Worksheets cover setting financial goals, determining needs and wants, monthly and yearly budgeting, installment payments, credit cards, saving and investment, child support and much more. This workbook helps account for every cent of income and expenditure. 10,11,12,a,LIN

HG 179 L437 1986 322.024

Available from: Holt, Rinehart & Winston of Canada
Cost: $13.00 - $20.99

Legal and Financial Management for Women (Book). Victoria: National Association of Women & the Law, Victoria Caucus, 1981. 126p.

This compendium is based on a course offered by the Victoria Caucus of the association and provides information on money management and financial and legal planning. Topics include credit, taxes, retirement planning, housing, insurance, wills and funerals, and starting a business. There are numerous exercises and questionnaires to be filled out. Educators will find this compendium readable and stimulating but they should check the current laws applicable to Alberta. 10,11,12,a

HG 179 L342 332.024

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Lewin, Elizabeth S. Financial Fitness for Newlyweds (Book). New York: Facts On File, 1984. 176p.

Money often puts a strain on any relationship but the strain can be reduced by developing good money management skills. Aimed at newlyweds, this financial guide provides young couples with information on how to handle their new financial responsibilities. The book follows three couples as they learn to budget and deal with credit, insurance, taxes and investing. Financial concepts are clearly defined and many examples are provided. This is a "complete, quick and easy-to-use guide to financial security." Index. a

HG 179 L48 332.0240655

Available from: Methuen
Cost: $6.00 - $12.99

Managing Your Money (Film). Pasadena, CA: Barr Films, 1979.

16 mm. colour. 23 minutes.

This film focuses on the problems of management of personal finances when one receives his/her first paycheque. Mr. C.C. McMoney represents the temptation to overspend and to use credit unwisely. Payroll deductions, how to balance a checkbook, and how to shop around are also covered in this short story demonstrating a young person learning how to handle money properly. This presentation is also available as a filmstrip/cassette version in Section Two of the kit, Making It On Your Own (HG 179 M31), reviewed elsewhere. 9,10,11,12

CAF 151

Available from: Gordon Watt
Cost: Contact publisher

Managing Your Money (Game). Madison, WI: CUNA Mutual Insurance Society, 1970.

Various.

The winner of this game for 2 to 6 players is the first person to repay the $2000 credit union loan and save $2000 in his/her share-savings account. Similar to "Monopoly" in format, the game contains paper money, occupation cards, insurance cards, chance cards, and bank passbooks. Players must obtain a job and keep financial records to be successful. An enjoyable lesson in money management for all ages. 4,5,6,7,8,9,10,11,12,a

HG 179 M34 332.024

Available from: Credit Union National Association
Cost: $0 - $5.99

Manitoba Department of Health. Home Economics Directorate. Budget Bingo (Game). Winnipeg: The Department, n.d.

Various, leader's guide.

The object of the game as a teaching method is "to develop an awareness of budget categories and to learn how to categorize some common household items when recording expenditures". Each bingo card is divided into budget categories and under each column are prices that correspond to items listed for that particular category. Items and their prices are called out and the player must decide under which category that item should be placed and if that price is recorded under that particular column. tg/2,3,4

TX 326 M25 332.024

Available from: Manitoba Department of Health. Home Economics Directorate
Cost: $6.00 - $12.99 CDN

Manitoba Department of Health. Home Economics Directorate. Budget Guides ... (Book). latest ed. Winnipeg: The Department, annual. 151p.

1 volume.

The guide's purposes are to "establish a guideline for adequate standards of living costs for specific categories of family expenditures; provide family budgeting guidelines for workers helping families manage their financial resources; and assist those persons concerned with cost of living and income maintenance." Expenditure levels are moderate and can be used as "bench marks" for comparison; the goods and services are those considered necessary "to maintain the physical and social functioning of families." Expenditure categories range from food, clothing and housing to child care, recreation and household operation. Considerations in budgeting, sample budgets and estimates of child rearing costs conclude this budgeting device. Updates are published annually. a,SEN

TX 326 M24 640.42

Available from: Manitoba Department of Health. Home Economics Directorate
Cost: Limited distribution, contact publisher CDN

Manitoba Department of Health. Home Economics Directorate. Premarriage Money Management Course (Book). Winnipeg: The Department, n.d.

1 volume.

This booklet is a three-lesson course designed for people who are about to be married and are facing financial decisions. Each lesson outlines objectives, recommends resources, suggests lesson plans and outlines, and includes worksheets or handouts. The lesson titles are: Consumer choices, what's involved; Money management skills for a happy home; and Wise use of credit. The topics vary from the effects of advertising to keeping records and setting up a filing system. tg/a

HG 179 P73 332.024

Available from: Manitoba Department of Health. Home Economics Directorate
Cost: n.a. CDN

Miller, Theodore J. Make Your Money Grow: Smart Steps to Success in Exciting Years Ahead (Book). rev. ed. Washington, DC: Dell, 1984. 378p.

Sound financial planning begins with assessing one's present financial situation: taking stock of cash flow, credit, housing opportunities, and insurance. Once this assessment has been completed the next step is to increase one's financial worth by savings, investing and tax planning. The author also discusses evaluating one's present job situation, planning for retirement and estate planning. The index provides easy access to a wealth of information. a

HG 179 M618 1984 332.024

Available from: Changing Times Books
Cost: $6.00 - $12.99

Mills, H. Everyone's Guide to Basic Banking (Book). Edmonton: Somenos Publications, 1982. 95p.

The guide explains in non-technical language all aspects of "everyday" banking: from opening an account to stale-dated cheques and applying for Automated Teller Machine Services. Other material provides guidance in balancing a cheque book, closing an account, and using special services such as traveller's cheques and safety deposit boxes. Examples of forms illustrate the text which is generalized to cover all banks. 8,9,10,11,12,a,ESL,LSR

HG 221 M45 332.1

Available from: Somenos
Cost: $6.00 - $12.99 CDN

Money Management Filmstrip Library (Kit). Prospect Heights, IL: Money Management Institute, 1982.

4 filmstrips, 4 cassettes, spirit masters, 4 teacher's guides.

The boxed set of materials pulls together four separately available titles: Winning the Money Game (1983) Credit - Handle with Care (1981), Wheels, Deals, and You (1978), and Food Dollars and Sense (1975). Some of these items are reviewed elsewhere. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. tg/9,10,11,12,a,LIN

TX 326 H82 M75 332.024

Available from: Household Finance Corporation of Canada
Cost: $13.00 - $20.99 CDN

Money Talks, or - You've Got to Have a Plan, Man! (Kit). Toronto: Money Management Institute, 1973.

1 cassette, 2 filmstrips, pamphlets, teacher's guide.

Information is presented on values, financial goals and priorities, the life cycle, money management, opportunity costs, decision-making, income, expenses, saving versus borrowing, and financial responsibilities. Case studies are presented in cartoon form with photographed faces. Questions follow each conversation. The kit is interesting and useful as a general introduction to personal money manangement. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. tg/9,10,11,12,a

TX 326 M74 332.024

Available from: Household Finance Corporation of Canada
Cost: $13.00 - $20.99 CDN

Money Works (Kit). Hartford, CT: AEtna Life and Casualty, 1982.

Game, poster, masters, teacher's guide.

The Money Works program introduces fifth and sixth grade children to the basic concepts of goal setting, money planning, budgeting, saving and investment. The teacher's guide lists objectives, suggests approaches and activities and provides questions for planning and discussion for each of the five units. A glossary is also included. The "Money Works Rally" game can be played by as many as six children or the class can be divided into teams. It is intended to give children opportunities to

make investment as well as money management decisions. tg/5,6

HG 179 M77 332.04

Available from: AEtna Life and Casualty
Cost: Limited distribution, contact publisher

**Parsimony: The Game of Money Management** (Game). Vancouver: B.C. Central Credit Union, 1978.

Playing board, 4 ledger cards, fun money, rules.

This is a simple board game for 2 to 4 players. The players make consecutive moves according to the roll of the dice. They record money earned or spent from a given base of $1.00 on individual cards and change their fun money accordingly. The winner has the most money which must agree in cash with the recorded amount. The skills required to play successfully are addition and subtraction. 1,2,3

HG 179 P25 332.024

Available from: B.C. Central Credit Union
Cost: n.a. CDN

Passell, Peter. Personalized Money Strategies (Book). New York: Warner, 1985. 198p.

This investment guide sets out to tailor investment strategies to individual needs. The first section lays out the basics of investing and how to protect oneself; section two provides a listing and description of various investment products available such as stocks, precious metals, securities and fixed income investments. Section three combines all the information presented and creates 15 personality types with their own investment strategies. The author teaches how to find the profile closest to one's own and then choose the money strategies that best relates to one's needs. Index. a

HG 179 P26 1985 332.678

Available from: Random House of Canada
Cost: $13.00 - $20.99

**Patterson, Jeffrey.** Guides for Family Budgeting... (Book). latest ed. Toronto: Social Planning Council of Metropolitan Toronto, annual.

1 volume.

This issue incorporates the periodic "Guides for Family Budgeting", and the "Budget Guides for the Elderly and for Single Parents." They give specific costs for food, housing, clothing, recreation, raising children, and call attention to some special circumstances that might affect family budgeting such as day-care fees. There are numerous tables and guidelines for item purchasing throughout the guide and the last section contains samples of various family budgets. Even though the guide reflects the cost of living in Metropolitan Toronto for low and moderate income families, teachers in other cities and regions will find this guide useful in establishing budget guidelines. a,SEN,LIN

TX 326 G94 640.42

Available from: Social Planning Council of Metropolitan Toronto
Cost: $13.00 - $20.99 CDN

**Payday: Where Does All the Money Go?** (Game). Concord, ON: Parker Brothers, 1973.

Various.

The object of this simulation is to be the player who has the greatest total assets in cash and savings with all debts paid up after all players have completed a pre-determined number of "months" of play. For two to six players, ages 8 to adult. 3,4,5,6,7,8,9,10,11,12,a

HG 179 P29 640.42

Available from: Parker Brothers
Cost: $6.00 - $12.99 CDN

Phillips, Carole. Money Workbook for Women: A Step-by-Step Guide to Managing Your Personal Finances (Book). new ed. New York: Arbor House, 1982. 158p.

Based on money management seminars and workshops for women, this book provides a step-by-step program of financial planning. From taking financial inventory and setting goals to developing, implementing, and reviewing a financial plan, the sections are structured within the context of the individual's financial situation and needs. a

HG 179 P55 1982 332.024

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

**Planning for Financial Success** (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 179 P693 1986 332.024

Available from: ACCESS Network
Cost: Contact publisher CDN

Planning for Retirement (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a, SEN

HQ 1062 P693 1986 332.024

Available from: ACCESS Network
Cost: Contact publisher CDN

Porter, Sylvia. Love and Money (Book). New York: William Morrow, 1985. 249p.

Sylvia Porter looks into the financial responsibilities of being either single (and dating), married, divorced or widowed. The book points out how budgets, taxes, social security, credit or having children can be affected by marriage, divorce or death. Although the information is American some tips and advice are applicable in Canada. The main objective is for the reader to become aware of new and changing financial commitments in each new phase of life. Index. a

HG 179 P565 332.024

Available from: Macmillan of Canada
Cost: $21.00 - $30.99

Porter, Sylvia. Sylvia Porter's New Money Book for the 80's (Book). New York: Doubleday, 1979. 1,305p.

This exhaustive treatise on personal finance covers a multitude of topics, from inflation, budgeting, shopping, health care and insurance, to banking, bonds, and mutual funds. Although intended primarily for the adult consumer, the author's clear and straight-forward style puts this work well within the reach of high school students. The twenty-eight chapters are subdivided into topics and subtopics, and a thirty-two page index provides easy access to the well-organized information. The physical bulk of this book limits its portability, but it should nevertheless be valuable as a comprehensive source of information for consumer education programs. a

HG 179 S5 332.024

Available from: Doubleday Canada
Cost: $13.00 - $20.99

Porter, Sylvia. Sylvia Porter's Your Own Money; Earning It, Spending It, Saving It, Investing It, and Living on It in Your First Independent Years (Book). New York: Avon, 1983. 815p.

The thick book gives advice on saving, spending and enjoying money. It suggests specific ways to earn money from baby-sitting, part-time or summer jobs, and hobbies. Information on how to prepare for a career makes this big book even more complete. 10,11,12,a

HG 179 P5725 1983 332.024

Available from: Avon Books of Canada
Cost: $6.00 - $12.99

Practical Guide to Financial Planning for Retirement (Book). Don Mills: Life Underwriters Association of Canada, 1980. 27p.

This booklet consists of five parts: a brief explanation of why consideration of income and

capital needs is necessary, a guide to determining income and capital needs at retirement, forms to categorize present assets and projected value, forms to measure projected benefits and accumulations against estimated needs, and calculations to indicate where adjustments are necessary in the accumulation of assets and the type of investments required. a,SEN

HQ 1062 P7 332.024

Available from: Life Underwriters Association of Canada
Cost: $6.00 - $12.99 CDN

Putting Your Financial Plan into Action (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 179 P694 1986 332.024

Available from: ACCESS Network
Cost: Contact publisher CDN

Rees, Alan M., and Janes, Jodith. Money Management Information Source Book (Book). New York: Bowker, 1983. 299p.

Sources of money management and financial planning information useful to the lay person cover budgeting taxes, savings, housing, credit, insurance, retirement, estate planning, and investments. Popular literature on personal finance and personal investment are organized and evaluated by topic or format. A glossary and several indexes complete this comprehensive bibliography. Professional resource. a

Z 7164 T4 R43 1983 016.332

Available from: Bowker
Cost: $31.00 - $50.00

Roman, John C., and Finch, Robert E. Family Financial Management (Kit). 4th ed. Cincinnati: South-Western, 1983.

Record book, transaction book, checkbook, files.

Activities in this kit provide the user with "hands on" experience in managing one's daily finances. Each simulation is easy to understand and looks at financial responsibilities in the various stages of life from being single to retired. 10,11,12,a,SEN

HG 179 F24 1983 332.024

Available from: Gage
Cost: $6.00 - $12.99

Rotchstein, Janice. Money Diet: How to Save Up to $360 in 28 Days (Book). New York: Crown, 1982. 143p.

On the basic "diet" - an easy-to-follow 28-day plan filled with daily money-saving ideas - a family of four can save $360 in just four weeks. Like a weight-loss diet, this book suggests a menu of spending to help reduce expenses, but without sacrificing favourite pleasures. Revolving around a daily buying regimen, each day's economizing instructions are divided into five basic categories: food, transportation, home maintenance, purchases, and entertainment. The author provides 1981 national (U.S.) average costs, but in order to determine savings $$$ one must note the cost of the item normally bought and subtract what was paid for the money-saving item. Five additional "diets" demonstrate ways to reduce expenses seasonally and on special occasions. 11,12,a

TX 335 R7 1982 640.73

Available from: General
Cost: $0 - $5.99

**Saskatchewan Consumer and Commercial Affairs.** It's Your Money: A Leader's Guide to Presenting a Budgeting Workshop (Book). Regina: The Department, 1984. 34p. and Appendix.

This is a complete planning guide for a budgeting workshop. The basic components of such a workshop are outlined, and suitability to group size and composition and recommended

delivery style are listed for each activity suggestion. Activity sheet masters and an extensive bibliography of books, teaching kits and films are included. tg

TX 326 S274 1984 332.024

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher
CDN

**Saskatchewan Consumer and Commercinl Affairs.** Spending Planner (Kit). rev. ed. Regina: The Department, 1984. 18p. and 3 booklets.

This set of booklets provides excellent self-help information for budgeting. Setting up a budget, calculating expenses, planning for irregular annual expenses and keeping records of spending are covered in detail. Tips for changing spending patterns and for getting out of debt are listed. Record keeping booklets and appendices supplement the information. The guidelines are useful in developing a budget that suits one's lifestyle and "reflects one's needs, wants, income and values." 11,12,a,LIN

TX 326 S273 1984 332.024

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher
CDN

Siverd, Bonnie. Count Your Change: A Woman's Guide to Sudden, Financial Change (Book). New York: Priam Books, 1983. 219p.

This step-by-step guide outlines ways to "raise cash in a hurry, protect a credit rating, handle creditors and ways to make the most of financial windfalls such as inheritance". The advice will help any woman who faces such sudden financial changes as divorce, illness, widowhood or sudden unemployment. a,LIN

HG 179 S69 1983 332.024

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

**Snyder, J. Christopher.** How to Teach Your Children about Money (Book). Toronto: Macmillan, 1982. 161p.

The author has written and co-authored several works on personal money management for adults. This Canadian work covers several topics essential to an introduction to money and money management for parents and their children from preschoolers to teenagers. Economics is covered as well as the family budget, allowances, and saving, borrowing and buying on credit. Short treatments of special subjects include investment ideas for children, stealing, non-nuclear families and sudden loss of income. A questionnaire for children is meant to reveal to parents their child's knowledge of and feelings about money. Suggested activities, books and commercially produced games are listed at the end of each chapter. The style is straight-forward and engaging. How to Teach Your Child about Money does just that. a

HG 179 S69 332.024

Available from: Gage
Cost: $6.00 - $12.99 CDN

Stillman, Richard J. Guide to Personal Finance: A Lifetime Program of Money Management (Book). 4th ed. Englewood Cliffs, NJ: Prentice-Hall, 1984. 487p.

This edition uses a basic systems approach which portrays the reader as a business manager, responsible for all his or her financial affairs. Although used as a basic text for an undergraduate course in personal finance, this book is useful to adult consumers and capable secondary students. Good organization of information, dividing twenty-two chapters into six major sections, allows a unit plan approach which covers budgeting, spending money wisely, housing, insurance, investments, income taxes, retirement and estate planning. Currency is reflected in the discussion on energy and inflation. Appendices include detailed definitions in the fields of investments, insurance, housing, and commodities, and a discussion on the computer's role in personal financial management. An index and extensive bibliography are also provided. Guide to Personal Finance (Instructor's Guide) (HG 179 S842 1984), is reviewed elsewhere. 11,12,a

HG 179 S84 1984 332.024

Available from: Prentice-Hall Canada
Cost: $31.00 - $50.00

Stillman, Richard J. Guide to Personal Finance (Instructor's Manual) (Book). 4th ed. Englewood Cliffs, NJ: Prentice-Hall, 1984. 137p.

This guide was written to accompany the student text, Guide to Personal Finance (HG 179 S84 1984), reviewed elsewhere. Stillman summarizes four different approaches which he has successfully used in teaching the course, outlines each chapter and provides questions for use in student examinations. A sample course outline and student information sheets follow. The examination questions in particular would be useful to an instructor. tg/11,12,a

HG 179 S842 1984 332.024

Available from: Prentice-Hall Canada
Cost: $31.00 - $50.00

**Teacher's Kit: Your Money Matters** (Kit). Montreal: Royal Bank of Canada, 1971.

Pamphlet, transparencies, booklets, teacher's guide.

Six attractive "thematic" booklets objectively discuss money in our society, credit, personal money management, housing, insurance, investments, and the Canadian financial community. Sprinkled with humour and catchy facts to motivate students, each accurate, well-organized booklet contains 3 or 4 excellent quality heavy acetate, multi-coloured transparencies. Additional reference sources are provided along with numerous activity and discussion suggestions. The teacher's guide, Guide Book; A Supplement to "Your Money Matters," was written in 1977 by teachers and updates the kit material. tg/11,12,a

TX 326 Y8 M74 332.024

Available from: Royal Bank of Canada
Cost: Free Guide Book; kit not available
CDN

**Touche Ross Canadian Guide to Personal Financial Management** (Book). Scarborough: Prentice-Hall Canada, 1986. 227p.

This comprehensive, step-by-step financial planner guides the reader through the recording of family and financial data, net worth statements, budgeting, tax planning, and investments. Yearly planning, determining financial objectives, financing education, retirement planning, and estate planning are also covered. A fifty-five page workbook section for recording data and plans is included. There are appendicies of compound interest tables and tax rate schedules for all provinces. The index and table of contents provide easy access to all information. a

HG 179 T688 1986 332.024

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99
CDN

**Townson, Monica, and Stapenhurst, Frederick.** Canadian Woman's Guide to Money (Book). rev. ed. Toronto: McGraw-Hill, 1982. 203p.

What every woman on her own needs to know about credit, investments, life insurance, income tax, employment, retirement, budgets, and money matters. This book looks at the financial needs and money management problems of women in general, and of women in particular situations such as working wives, women re-entering the workforce, and women as single parents. The chapter on where to get advice briefly describes such sources as financial courses, accountants, and debt counselling services. An index is included as well as bibliographies on each chapter topic. 11,12,a

HG 179 T69 1982 332.024

Available from: McGraw-Hill Ryerson
Cost: $13.00 - $20.99
CDN

**Weeres, Kenneth W.** Dollars and Sense: A Guide to Personal Money Management (Book). 2d ed. Scarborough: McGraw-Hill Ryerson, 1979. 173p.

The purpose of this textbook is to present general guidelines for consumer decision-making in a manner students can understand. Family finance, consumer purchases, investments, the role of the Canadian consumer, and other topics such as consumer assistance are covered. Each chapter is followed by related assignments. This book was written by a former University of Alberta professor. 10,11,12

HG 179 W4 640.42

Available from: McGraw-Hill Ryerson
Cost: $0 - $5.99
CDN

Weinstein, Bob. Money Hang-Ups (Book). New York: John Wiley, 1982. 162p.

Weinstein suggests that in order to make the most of what the individual earns, he or she must learn to identify and eliminate "money hang-ups." Organizing finances and reducing money worries become easier after that. Common money hang-ups that people share are identified and labelled: the perennial failure, the compulsive gambler, the miser, and the dependent. Another section offers advice on setting goals, getting out of debt and coping with inflation. Twelve Money Commandments provide common sense advice for attaining realistic money goals. Index. a

HG 179 W438 332.024

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99

**Westfall, David.** Every Woman's Guide to Financial

Planning (Book). New York: Basic Books, 1984. 303p.

While both men and women need financial planning information and advice, women more often have the responsibility for managing money - whether the day-to-day management of the household or through sudden divorce or death. Addressing itself to women, this clearly written and comprehensive guide goes beyond the usual aspects of financial planning and discusses estate planning in a legal context. The advice in this book will help women set up and maintain a personal financial plan. Each chapter covers a specific aspect of estate planning, from making a financial plan and helping one's family while one is still alive, to bequeathing property and getting professional help in money management. Canadian readers should ignore specific American legal references but will find this book useful in all other aspects of estate planning. a

KF 750 W47 1984 346.73052

Available from: Fitzhenry & Whiteside
Cost: $21.00 - $30.00

White, Ellen. Money Matters for Women (Book). Ypsilanti: Michigan Consumer Education Centre, 1980. 133p.

Planned for professionals who provide educational services to women experiencing major changes in their lives such as divorce, the goal of the course is to increase knowledge and skills regarding financial concerns. This study guide was designed to be used along with a television series produced by the Centre. Nevertheless, some parts of this manual would be useful to workshop co-ordinators for planning programs and developing material. There are many worksheets that could be adapted and lists of suggested reading on a variety of topics. tg/a
HG 179 W582 332.024

Available from: Michigan Consumer Education Centre
Cost: $0 - $5.99

Wigdor, Blossom T. Planning Your Retirement: The Complete Canadian Self-Help Guide (Book). Toronto: Grosvenor House Press, 1985. 224p.

This book addresses the psychological aspects of the changes in lifestyle and living arrangements that one faces at retirement. It discusses the pros and cons of buying, renting or selling one's home, how to plan financially for retirement and how to plan ones estate. There are also chapters of interest to the thirty year old, the 40-65 age group and the 65-plus age group. The appendices provide information on setting up retirement planing seminars and about community resources for the retired. A bibliography and index are included. a,SEN

HQ 1062 P58 1985 646.79

Available from: Grosvenor
Cost: $6.00 - $12.99 CDN

Winning the Money Game (Kit). Prospect Heights, IL: Money Management Institute, 1983.

1 filmstrip, 1 cassette, 3 spirit masters, teacher's guide.

Based on the Money Management Institute booklet, Your Financial Plan (TX 326 H33), reviewed elsewhere, the materials in this kit should provide high school students with the fundamentals in money management and financial planning. As in other materials by this publisher, a variety of teaching methods and techniques is suggested. Activities involving practical application of money management principles include case studies. "Suggested Resources" lists organizations as well as print materials. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. tg/10,11,12

HG 180 W3 1983 332

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99 CDN

Wylie, Betty Jane. Best Is Yet to Come (Book). Toronto: Key Porter, 1985. 206p.

Retirement planning does not need to be difficult when taken one step at a time. The author has divided the retirement plan into two sections, "Fifty-Plus" and "Sixty and Counting". The former section deals with RRSPs, insurance, pension plans, investments and wills. The latter section discusses RRIFs (Registered Retirement Income Funds), health care, life changes and becoming more thrifty. The final section, "The Future Is Already Here" discusses day-to-day considerations: attitude, saving, housing alternatives, travel, social services and when children have to help. The material is easy to read and need not only apply to those planning their retirement. Two appendices, a glossary, a booklist, and an index conclude the guide. a,SEN

HG 179 W965 1985 332.02401

Available from: Key Porter
Cost: $13.00 - $20.99 CDN

**Wylie, Betty Jane, and MacFarlane, Lynne.** Everywoman's Money Book (Book). rev. ed. Toronto: Key Porter Books, 1985. 200p.

This is a guide for women who wish to take control of their own financial situation. The authors first look at the relationship between Canadian women and money, and then set out to cover all aspects of family finances. The authors describe a step-by-step plan to help women earn a credit rating, plan investment strategies, choose a bank account, set and reach financial goals, reduce income tax, plan for retirement and still have money left at the end of the month! Appendices include descriptions of provincial legislation on the division of assets, a glossary and a bibliography. Index. 11,12,a

HG 179 W94 1985 332.024

Available from: Academic Press Canada
Cost $6.00 - $12.99 CDN

Young Spenders (Kit). Malibu, CA: Madonna Cord Matheson 1980.

4 filmstrips, 4 cassettes, chart, spirit masters, teacher's guide.

This cartoon filmstrip program presents the subject of money management to middle school and junior high students. The filmstrips are titled "Money: A Brief History", "Your Money Tree", "How Money Grows and Goes", and "Be a Better Buyer." Students are provided with a brief history on money, shown how to supplement their allowance by looking for jobs and learning to write resumes, how to budget their money and develop goals, and how to become a wise shopper by reading advertisements and doing some comparison shopping. tg/4,5,6,7,8

HG 3755 Y79 332.024

Available from: Social Studies School Service
Cost: $100.00

Your Guide for Teaching Money Management (Book). rev. ed. Prospect Heights, IL: Management Institute, 1981. 40p.

Another of the Money Management Institute booklets, this guide presents "concepts, learning experiences and resources for teaching personal economics to students of different ages and abilities". It can be used to teach a single unit or can be incorporated into various subject areas. Brief suggestions are provided to help educators adapt material when working with elementary school students, those of limited ability, average ability, advanced accelerated groups, low income groups, club groups and adult education programs. tg/4,5,6,7,8,9,10,11,12,a,ADV,ESL,LIN,LSR

HG 179 Y79 332.024

Available from: Household Finance Corporation of Canada
Cost: $0 - 5.99 CDN

Your Will and Estate (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

KE 808 Y88 1986 346.5

Available from: ACCESS Network
Cost: Contact publisher CDN

Zimmerman, Gary. Managing Your Own Money; A Self-Teaching Guide (Book). New York: John Wiley, 1980. 506p.

This book was designed as a self-contained individualized course in personal finance and could be used as a basic course testbook. The basics of personal finance are discussed and this includes the fields of budgeting, banking, insurance, taxes, investments, and retirement. Review questions and answers are provided for each section. 10,11,12,a

HG 179 Z55 332.024

Available from: John Wiley & Sons Canada

Cost: $6.00 - $12.99

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

B. CREDIT

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** If Wishes Were Horses (Kit). Calgary: ACCESS Alberta, 1981.

1 videocassette. colour. 30 minutes. 1/2 in. and 3/4 in.; duplicating masters, pamphlets, teacher's guide.

The teaching package accompanies the videotape with the same title which is concerned with the subject of money management and the use and abuse of credit. The teacher's guide presents discussion topics, activities, exercises, and case studies. Other resources include duplicating masters and Tip sheets and pamphlets from Alberta Consumer and Corporate Affairs. The suggestions can be utilized in both high school and adult evening classes. The videocassette with the same title (TX 335 I3) is reviewed elsewhere. tg/11,12,a

TX 335 A74 332.743

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** If Wishes Were Horses/Lost in the Fine Print (Videocassette). The Family and the Law. Calgary: ACCESS Alberta, 1979.

2 programs. colour. 30 minutes each. 1/2 in. and 3/4 in.

In the video, If Wishes Were Horses, a young couple are shocked to find they are in debt to the extent that loss of credit privileges and repossession are real possibilities. After a period of trying to manage on their own, they admit they need help and seek it. Daydream sequences, in which the husband imagines great wealth, add humor to the program. The point that getting out of substantial debt is a long process requiring professional assistance is made realistically and convincingly. Reference to Alberta Consumer and Corporate Affairs and Alberta legal procedures increases the relevance of the program. Valuable for use in classes on credit, credit abuse, and personal financial management. A teaching package titled If Wishes Were Horses (TX 335 A74) is reviewed elsewhere. 11,12,a

TX 335 I3 332.743

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** Something Borrowed, Something Blue (Film). Calgary: ACCESS Alberta, 1980.

16 mm. colour. 28 minutes.

In this film a young couple, Mike and Nicole, move to Calgary and through a series of poor budgeting and poor purchasing decisions due to unrealistic goals and peer pressure, find themselves in debt. The film shows the personal problems that are caused by financial mismanagement. The film is a good motivational tool for discussion of financial decisions and consumer lifestyles. A videocassette (TX 335 A13), and kit (TX 335 A133) with the same title are reviewed elsewhere. 10,11,12,a

CAF 150

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** Something Borrowed, Something Blue (Kit). Edmonton: The Department, 1981.

1 videocassette. colour. 30 minutes. 1/2 in. and 3/4 in.; duplicating masters, teacher's guide.

This instructor's guide accompanies the film and videocassette of the same name. The goals of the teaching unit are to develop an awareness of the importance of establishing goals in money management and to encourage family discussions of financial options and consumer issues. There are two sets of questions for high school students and for pre-married and married couples. Additional relevant materials from Alberta Consumer and Corporate Affairs and ACCESS Alberta are listed. A videocassette (TX 335 A13), and a film (CAF 150) with the same title are reviewed elsewhere. tg/10,11,12,a

TX 335 A133 332.743

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** Something Borrowed, Something Blue (Videocassette). Calgary: ACCESS Alberta, 1980.

1 videocassette. colour. 30 minutes. 1/2 in. and 3/4 in.

A newly-married couple attempt to maintain a lifestyle above the husband's income. Rather than live according to a budget, they buy whatever they want and often are influenced by what their friends have. Overuse of credit cards also contributes to the mounting level of debt in their first year of marriage. Finally they are forced into repayments by having the wife go to work, using public transportation after a car accident, and consulting a loan officer to consolidate debts into one payment a month. A film (CAF 150), and a kit (TX 335 A133) with the same title are reviewed elsewhere. 10,11,12,a

TX 335 A13 332.743

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Credit (Kit). Edmonton: The Department, 1980.

Transparencies, duplicating masters, poster, sample copies of handout materials, teacher's guide.

This teaching package covers the subject of credit in four sections: "Description", "Types", "Debt" and "Too Much Credit". Each module provides objectives, relevant information and instructional notes and aids. This is a very thorough presentation of materials dealing with credit which would be useful for teaching adult groups and senior high school classes. tg/10,11,12,a

HG 3755 A42 332.743

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

American Institute of Banking. Bank Cards (Book). Washington, DC: American Bankers Association, 1983. 269p.

Bank Cards introduces the various types of credit cards available in the U.S.: store cards, gasoline cards, entertainment cards with an emphasis on bank cards including credit and debit cards. The author discusses the history of credit cards, their role and importance in society, problems, future issues, payment systems, profiles of card holders, electronic funds transfers and automatic teller machines. Material is easy to read and is useful to anyone providing instruction on credit. Includes a glossary. a

HG 1643 A35 1983 332.743

Available from: American Bankers Association
Cost: $21.00 - $30.99

**B.C. Ministry of Consumer and Corporate Affairs.** Money Marketplace: A Teacher's Guide to Consumer Credit (Kit). A Consumer Education Kit, Money Management. Victoria: The Ministry, 1980.

Pamphlets, teacher's guide.

This guide offers a brief description of the money marketplace and presents the use of consumer credit as part of an organized approach to money management. The suggested activities could be integrated into a consumer studies program or be used separately as a general study of the money marketplace. Many of the listed resources are available in B.C. only. tg/8,9,10,11,12

HG 3755 B75 332.743

Available from: BC Ministry of Consumer and Corporate Affairs
Cost: n.a. CDN

Block, Elizabeth J. Woman's Guide to Credit (Book). New York: Ace Books, 1982. 320p.

Obviously credit is important in today's world. Short-term loans, revolving accounts, department store credit and oil and gas cards are easy to obtain and use everyday. Yet women are sometimes denied credit and often lack training in credit management. The author explains how to obtain loans, how to proceed with a disputed bill and what to do if credit is denied. She addresses women in special circumstances from the single working woman to the homemaker, from free-lancers to non-citizens. Other topics include how to obtain credit bureau files and how to seek expert advice. The appendices include a budget worksheet, a list of U.S. women's banks, and material relating to the American situation. The text itself provides much general material easily applicable to Canadians. A bibliography and a glossary are additional sources of information for women seeking financial independence. a

HG 179 B783 332.7

Available from: Bejo Sales
Cost: $0 - $5.99

Colby, Curtis. Consumer and Credit (Kit). Buyer Be

Wise: Practical Economics for the Consumer. Witton, CT: Current Affairs, 1973.

1 filmstrip, 2 cassettes, teacher's guide.

This colour/sound filmstrip discusses the increasing use of credit in American society. Different types of credit are evaluated from the viewpoint that while some kinds of credit are useful, others are dangerous. Also included in the kit is a cassette tape in which four Americans discuss the use of credit in their society. tg/10,11,12

HG 3755 C67 332.743

Available from: Current Affairs
Cost: $31.00 - $50.00

Consumer Skills: Buying on Credit (Film). Chicago: Coronet Instructional Media, 1976.

16 mm. colour. 12 minutes 30 seconds.

In this film three young men discuss the advantages and disadvantages of credit buying and consumer loans. Rob talks about applying for an installment loan. He has learned the three C's of credit - his character, his collateral or security for the debt, and his capacity to repay the loan. Irv recalls the mistakes he made in over-using his bank credit card. Gene has had little experience with credit and he weighs the pros and cons of a department store charge account. The film introduces such terms as finance charges, bank loans, down payments, interest and installment payments. A one-page guide provides objectives and suggests discussion questions. 9,10,11,12

CAF 129

Available from: Coronet
Cost: Contact publisher

Consumerland: How High the Mountain? (Kit). Allen, TX: Argus Communications, n.d.

1 filmstrip, 1 cassette, duplicating masters, teacher's guide.

By taking you on a tour through Consumerland and introducing you to the consumer and his buying habits, this kit presents a comical satire on consumerism. It looks at credit, credit rating and the stages in the consumer education movement. The main message underlying all this is: "What we need, what we want, we will BUY!" tg/8,9,10,11,12

HC 79 C63 C67 H83 332.743

Available from: Available on loan from Resource Centre
Cost: n.a.

Credit Ability (Game). Placentia, CA: Ungame Company, 1980.

Board, cards, rules.

Designed for 2 to 8 players, ages 8 to adult, this board game is similar to "Monopoly." The players are given an amount of paper money, make moves according to the roll of the dice, are directed by the messages on the board spaces, and along the way collect cards for expenses, income, and credit. One track of board spaces is filled with items such as sports equipment or furniture for which the players have the option to buy with credit. The account manager and credit manager keep track of expenditures, money, and of course, credit. The winner is the first player to fulfill all the requirements - a designated number of paid up credit cards, consumer items, and cash - of his or her "secret winner's card." The aim is to test a player's ability to "buy credit, build up a cash reserve, and still manage from payday to payday." 3,4,5,6,7,8,9,10,11,12,a

HG 3756 C861 322.7

Available from: Social Studies School Service
Cost: $21.00 - $30.99

Credit Card Bouquet (Film). Hollywood: Communications Group West, 1973.

16 mm. colour. 10 minutes 30 seconds.

Jonathan, a flower peddlar, takes a look at the credit experiences of his customers. A young saleagirl, a construction worker, a wise shopper, and an impulsive buyer describe their experiences with various lending institutions - banks, retail stores, credit unions, car agencies and savings and loan offices. The "friendly flower peddlar - likeable consumer" combination sometimes confuses rather than clarifies the points made. Information on how to cope with each credit situation or its general consumer education implications are not always forthcoming. However, Jonathan and his friends are interesting and the film is a useful introduction to credit. A brief synopsis, list of objectives, questions and answers are included. 9,10,11,12,a

CAF 101

Available from: Available on loan from Resource Centre
Cost: n.a.

Credit - Handle with Care (Kit). rev. ed. Money Management Library. Prospect Heights, IL: Household International, 1985.

1 filmstrip, 1 cassette, masters, teacher's guide.

Designed primarily for use by high school students, this kit provides students with an introduction to key credit concepts: credit worthiness, credit costs, managina credit and potential credit problems. The accompanying teacher's guide provides valuable background information, and suggests learning activities and exercises. An excellent chart of American credit legislation is also included as well as sample applications for a loan and a charge account. The text refers to equivalent Canadian legislation and the list of Suggested Resources includes Canadian periodicals, books and organizations. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Doliar. tg/9,10,11,12,a

HG 3755 C86 1985 332.743

Available from: Household Finance Corporation of Canada
Cost: $6.00 - $12.99 CDN

Credit Squeeze (Film). Toronto: Delisle Productions for Ontario Ministry of Consumer and Commercial Relations, 1976.

16 mm. colour. 4 minutes.

A humourous story, sung to a catchy tune, tells the plight of a newly married couple who get too deeply in debt by using credit. Buying on credit when there isn't enough money to meet the bills causes marital problems for the pair. The film is a good introduction to a unit on credit. The kit of the same name (HG 3755 ON8 C86) is reviewed elsewhere. 9,10,11,12,a

CAF 148

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Credit Wise, a Guide to Consumer Credit (Book). Toronto: Canadian Bankers' Association, 1983. 48p.

This short but informative booklet consists of a credit-ability quiz to help examine financial situations and a credit checklist to make one look at his/her needs, wants, values and circumstances. A variety of credit-related information can be found in these few pages to help develop a basis for making credit choices. Forms, credit counselling agency addresses and an index make this short guide even more useful. a

HG 3755 C73 332.774

Available from: Canadian Bankers' Association
Cost: Free CDN

Fetterman, Elsie. What Is Credit? Should I Use Credit? (Flipchart). Storrs, CT: University of Connecticut, n.d.

Charts.

A flipchart with a fairly simple text, large format and illustrations explains the dangers of credit buying. 4,5,6,7

HG 3755 F43 332.743

Available from: University of Connecticut
Cost: $0 - $5.99

Fuchs, Trudi J., and Saskatchewan Consumer and Commercial Affairs. Credit: In Your Interest? (Book). Regina: The Department, 1986. 31p.

This booklet explains the basic principles of credit and helps individuals examine and evaluate their personal credit habits. Other topics include the cost of credit, credit ratings, and women and credit. Quizzes, questionnaires and concise explanations make this booklet an excellent self-study tool. Ideal for use by senior high school students and adults. 10,11,12,a

HG 3755 F951 1986 332.743

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

Interact, Unit I (Kit). Belmont, CA: Pitman, 1974.

2 filmstrips, 2 cassettes, student activity booklet, teacher's guide.

Topics are budgeting and use of credit. Situations and dialogues presented are realistic and convincing. The student booklet poses

questions which encourage students to think about budgeting and credit requirements. Sample forms are included. The teacher's guide provides scripts, answers, and suggestions for further activities. tg/10,11,12,a

TX 167 In84 Unit I 640.42

Available from: Copp Clark Pitman
Cost: $100.00

**Jackson, Robert W., and Mapleton, David H.** Credit Management in Canada: Instructor's Guide to Workbook (Book). Toronto: Credit Management Services, 1979. 128p.

The Instructor's Guide for the Student's Workbook which accompanies Credit Management in Canada contains answers to the workbook questions along with suggestions for teaching a course on Credit and Collections at a technical school level. Only relevant sections on consumer credit would be useful at the high-school level. tg/11,12,a

HF 5566 J131 332.743

Available from: Credit Management Services
Cost: $6.00 - $12.99 CDN

**Jackson, Robert W., and Mapleton, David H.** Credit Management in Canada: Student's Workbook (Book). Toronto: Credit Management Services, 1979. 128p.

Designed to accompany the text, Credit Management in Canada, this student workbook contains questions arranged as a series of labs which follow the sequence of topics in the text. Since the intended audience for the text is post-secondary, only a few sections of this workbook - notably those on consumer credit - could be used by high school students. 11,12,a

HF 5566 J132 332.743

Available from: Credit Management Services
Cost: $6.00 - $12.99 CDN

**Jackson, Robert W., and Mapleton, David H.** Credit Management in Canada: The Philosophy and Practice of Consumerism, Financial, and Mercantile Credit Granting and Collections (Book). Toronto: Credit Management Services, 1979. 552p.

This text deals with Canadian consumer, mercantile and financial credit in a clear and concise manner. The book is designed to be used primarily at the post-secondary level and by credit management practioners although it could be suitable for some high school students. There is an accompanying student workbook and an instructor's guide to the workbook as well. This textbook is detailed and would be useful as a supplementary resource for teaching credit. 11,12,a

HF 5566 J13 332.743

Available from: Credit Management Services
Cost: $13.00 - 20.99 CDN

Money Tree (Film). 2d ed. Glendale: Aims Media, 1983

16mm. colour. 20 minutes.

Many young people never consider the impact economic pressures can have on their futures. This film is an attempt to put the student into an emotional situation where he or she can identify with the pain and reality of debt problems in marriage. It traces the story of one young couple whose financial difficulties eventually lead to the break-up of their marriage. The sad songs on the soundtrack and the telling of the story by the couple add to the emotional impact of the tale. Their indebtedness unresolved, the film ends with the sad discovery that "somehow, love's just not enough." The underlying message is the need for a sound budget and careful use of credit. This excellent film should lead to lively discussions of lifestyles, financial decisions and credit, requiring the teacher to provide information on how to avoid a similiar situation or cope with an existing one. 10,11,12,a

CAF 109

Available from: Canadian Learning
Cost: Contact publisher

On Your Own: A Classroom Money-Management Kit (Kit). Burlington, ON: CUMIS, 1983.

1 videocassette. colour. 12 minutes. 1/2 in. and 3/4 in.; duplicating masters, wall chart, various, teacher's guide.

Designed to introduce high school students to principles of sound money management, this kit covers budgeting, chequing versus savings accounts, advantages and disadvantages of credit and the financial institutions that provide credit. tg/10,11,12

HG 180 O6 1983 332

Available from: Credit Union Central
Cost: $150.00 CDN

**Ontario Ministry of Consumer and Commercial Relations.** Credit Squeeze (Kit). Toronto: Delisle, n.d.

1 filmstrip, 1 cassette, script.

A story sung to a catchy tune, and cartoon illustrations tell the plight of a newly-married couple who get too deeply in debt by using credit. It humourously shows how excessive buying can cause marital problems. It is a very basic introduction to the pitfalls of buying on credit. The film of the same name (CAF 148), is reviewed elsewhere. 9,10,11,12,a

HG 3755 ON8 C86 332.743

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Ontario Ministry of Consumer and Commercial Relations.** Pay Later (Videocassette). Toronto: The Ministry, 1970.

1 videocassette. colour. 5 minutes. 3/4 in.

The film Pay Later (CAF 115), is reviewed elsewhere. 8,9,10,11

HG 3755 P29 332.743

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Parker, Allan A.** Credit, Debt and Bankruptcy (Book). Self-Counsel Series. 5th ed. Vancouver: International Self-Counsel Press, 1981. 103p.

Because credit law is a broad subject, the author has not written a comprehensive work but has tried to introduce the reader to its many aspects and has intentionally addressed the law in general terms. Credit grantors, contracts, and information reporting, debt collecting, budgeting and much more are briefly discussed. A variety of sample forms and letters--from unsolicted credit offers to collection agent notices--help to illustrate specific points. Some Canadian services offering aid in this often complicated aspect of the consumer's financial affairs are listed in the appendix. a

KE 1030 Z82 P37 346.71

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

**Pay Later** (Film). Toronto: Palette Productions for Ontario Ministry of Consumer and Commercial Relations, 1970.

16 mm. colour. 5 minutes.

In a lively and catchy cartoon format this short film illustrates how credit, if used unwisely, can exact a costly price. Aimed primarily at the young consumer who is turned on to the power of credit for the first time, it illustrates how the unwary borrower and unscrupulous credit grantor can combine to ruin the life of the imprudent consumer. The potential perils of credit, impulse shopping, and unwary purchasing, are emphasized. Two grade 12 students from Ottawa produced the film using music written and performed by a student rock group. 8,9,10,11

CAF 115

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Personal Finance (Kit). Chicago: Encyclopedia Britannica Educational Corp., 1976.

8 filmstrips, 8 cassettes, teacher's guide.

Personal money management is explained through eight sound filmstrips: "Operating a Checking Account", "Balancing a Checking Account", "Keeping a Savings Account", "Getting a Loan", "Using Credit Cards", "Budgeting Payday to Payday", "Borrowing Wisely" and "Long Range Planning." The series may be used by junior high, senior high and vocational technical school students as well as adults. 8,9,10,11,12,a

HG 180 P36 332.024

Available from: Visual Education Centre
Cost: $325.00

So You Want to Use Credit? (Kit). Washington, DC: Changing Times, 1972.

2 filmstrips, 2 cassettes, teacher's guide.

The kit discusses risks of credit buying through fictional episodes. Topics include applying for credit, choosing a credit plan, misuse of credit, credit contracts, loss of a credit card, and easy credit. Questions and activities are included. Interesting viewing. tg/10,11,12,a

HG 3755 So1 332.743

Available from: Marvin Melnyk
Cost: $75.00

Thelan, Judy. Credit: Using Other People's Money (Book). Consumer Education Training Module. Ypsilanti: Michigan Consumer Education Center, 1977. 81p.

A teacher inservice module for secondary level consumer education units in home economics, business education and social studies. After completing this module, one will be able to explain how and when to use credit, how to establish and maintain a credit rating and the advantages and disadvantages of possible solutions to the inability to pay bills. Michigan's sources of consumer credit and major laws which protect credit users' rights are identified. Transparency masters supplement the units. tg

HG 3755 T52 332.7

Available from: Michigan Consumer Education Center
Cost: $0 - $5.99

Using Credit Wisely (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HF 5581 C16 U4 1986 332.743

Available from: ACCESS Network
Cost: Contact publisher CDN

Ward, JoAnne E. Looking at Consumer Credit (Book). Agincourt, ON: Gage, 1981. 73p.

This module is simply written and brief. Designed to help the student understand the what, who, where, and how of consumer credit, it also explains how to control credit, how to avoid financial difficulties and how to develop money management skills. The module is divided into 9 units. It begins with a statement of objectives for the student and a pre-test and ends with a unit on establishing a budget. Ten additional assignments give the student an opportunity for further study. They cover monetary policy, women and credit, credit plan comparison, creditors and collection agencies, and the law of supply and demand. Glossary, resource list and index. 8,9,10,11,12

HG 3755 W37 332.7

Available from: Gage
Cost: $6.00 - $12.99 CDN

Your Credit Is Good...Unfortunately (Film). Santa Monica: Pyramid Films; Hollywood: Parthenon Pictures, 1976.

16 mm. colour. 10 minutes.

Offered alluring bargains by a seemingly genial salesman, a recently married couple purchase many household goods on credit and later discover what can happen when monthly installments approach the limits of earnings. Actors pantomime the situation with a few props and painted backdrops, while a narrator provides dialogue and commentary. The sarcastic, busy nature of the presentation is amusing and is a good introduction to the use of credit. 10,11,12,a

CAF 136

Available from: Pyramid Films
Cost: Contact publisher

## C. INVESTMENT

Alberta Agriculture. Home Economics Branch. Making Your Money Work for You - Investments (Book). Edmonton: The Department, 1983. 17p.

A very brief, simple and informative guide to making decisions about whether or not off-farm investment fits into one's farm and family financial plan. a

HG 4527 A73 1983 332.6

Available from: Alberta Agriculture
Cost: free CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** 2000 A.D.: A Guide to Financial Awareness (Book). Edmonton: The Department, 1986. 72p.

2000 A.D. is a self-help booklet. It will lead readers through a process of self-analysis concerning their financial circumstances in preparation for an exploration of the investment marketplace. It is designed for adult Albertans who are interested in basic financial planning and investing, and who have, or could have, some savings. The content of the 72 page publication covers: the basics of financial planning, investment alternatives, how to "take the plunge" into the financial marketplace, and the resources available for further information and assistance. A variety of charts, worksheets, illustrations and a glossary complete this very attractively designed book. a

HG 5152 A14 1986 332.6

Available from: Alberta Consumer and Corporate Affairs
Cost: Free CDN

Brod, I. Jack. Consumer's Guide to Buying & Selling Gold, Silver and Diamonds (Book). Garden City, NY: Doubleday, 1983. 202p.

An international authority on precious metals, gems and jewellery sees the need for the average investor to transfer assets into commodities of surer value than cash. He feels these kinds of investments - gold, silver and precious gems - are less susceptible than paper money to fluctuations of the economy. He offers tips for investors and speculators, discusses such investment options as bullion, medallions, coins and gems, and describes common con games to avoid. He concludes with a list of guidelines for the smart investor. Bibliography and index. a

HQ 289 B76 332.63

Available from: Doubleday Canada
Cost: $13.00 - $20.99

Brown, Frederick S. Stock Market Game (Book). rev. ed. Portland, ME: J. Weston Walch, 1984. 74p.

This game is designed to teach the mechanics of the stock market to high school students. Beginning with a statement that "anyone with an understanding of simple mathematics can play the game," the author explains that the object is to make money buying and selling stocks. According to Brown, students need only this booklet and access to a local newspaper with daily stock prices to play the game. Although the purchases are hypothetical, actual stock values from daily newspapers are used, and the logic advocated is that of a real broker. The author provides background information on the advantages and operations of a company, on how to buy, select, compare and sell stocks, and instructions for the study of stock information. The game provides a clearly laid-out and interesting way for high school students or adults to learn about the stock market and essential economics. The comprehensive glossary is useful. 11,12,a

HG 4571 B813 332.6

Available from: Social Studies School Service
Cost: $0 - $5.99

**Brown, J. J., and Ackerman, Jerry.** Start with $1,000: Do-It-Yourself Investing for Canadians (Book). Toronto: Gage, 1982. 291p.

Here is a book for those who feel their salaries are slipping further behind inflation everyday. Topics include how to set money to work immediately, how to find and interpret financial information and how to build a portfolio. This comprehensive guide explains elementary finance mathematics, how to deal with a broker, and how to work with pension plans and personal income tax. After this introduction it goes on to discuss types of investment such as real estate and commodities. The appendices provide information regarding life insurance rates, managing RRSPs, stock behaviour and chart reading. Glossary, bibliography and index. a

HG 5152 B76 332.6

Available from: Gage
Cost: $13.00 - $20.00 CDN

**Chakrapani, Chuck.** Best Ways to Make Money: An Investment Handbook for 1986 (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1986. 86p.

According to the author, Canada is a good place to invest. He provides a step-by-step guide to money-making investing in Canada in 1986. Do you know how to make $93,000 in 1986 without paying income tax? Do you know which preferred shares yield 11 to 13%? These questions and more are answered in this concise book. A detailed table of contents, various tables, and a free update make this book useful to the Canadian investor. a

HG 4521 C53 1986 332.678

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

**Chakrapani, Chuck.** Financial Freedom on $5 a Day (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1983. 195p.

Many books on investing don't provide the type of advice that someone with little or no saving needs to "become financially free." The author describes a step-by-step strategy for small investors that anyone with $100 (or even less) can follow. A large section describes different investment opportunities; the most important section explains how to use those investments. A Resource Directory lists reading material and addresses in Canada and the U.S. of companies providing specific services and information. Anyone who is willing to follow a few simple rules of investing and is committed to saving $5 a day can achieve financial freedom. a

HG 4527 C48 1983 332.678

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

Crittenden, Alan, ed. Almanac of Investments (Book). Novato, CA: Crittenden Books, 1984. 514p.

Crittenden presents the performances of eighty of today's investments, from real estate, stocks, or antique jewellery to comics, wine, and soybean futures to breeding cats, dogs, cattle or thoroughbred horses. Each chapter includes investment requirements, rip offs and scandals, and little-known facts. The author briefly shows how to grade diamonds, rate bonds, grade oriental rugs and plan an investment strategy. Index a

HG 4910 C869 1984 332.6

Available from: Crittenden Financing
Cost: $13.00 - $20.99

**Delaney, Tom.** Delaney Report on RRSPs (Book). 9th ed. Toronto: McGraw-Hill Ryerson, 1986. 232p.

The 1986 edition of this buyer's guide to registered retirement savings plans has been updated to reflect the May 1985 budget proposals which include new RRSP contribution limits. The buyer's guide ranking tabulation, and a variety of charts, lists and statistics [illegible] this comprehensive report on RRSPs. a

HG 9446 C23 D44 1986 332.6042

Available from: McGraw-Hill Ryerson
Cost: $13.00 - $20.99 CDN

Dorfman, John. Family Investment Guide (Book). New York: Atheneum, 1981. 268p.

"A financial handbook for middle-income people", this book elaborates on a set of 20 investment rules the author feels are the most important. These rules range from trying to invest 15% of after-tax income, owning a home, being cautious of investing in gold, silver, and collectibles, to considering the source when obtaining financial advice. a

HG 4527 D67 1981 332.6

Available from: McClelland and Stewart
Cost: $13.00 - $20.99

Goodman, David A., and Peavy, John W. Hyperprofits: Beat the Pros with This New Proven Investment System (Book). Garden City, NY: Doubleday, 1985. 217p.

The Hyperprofits approach to investing is based on three principles, or pillars: invest in stocks that large institutions ignore, stocks which are temporarily undervalued or stocks whose averages "diverge widely from the market as a whole". The authors show how to apply these principles, how to save time and money in evaluating investments and how to create a diversified portfolio. Goodman and Peavy claim that in a recent ten-year period, "the system showed an annual earning potential of 30 percent". Hyperprofits may be a system that works, with advantages over other approaches, but it is most useful to individuals who have some prior knowledge of or experience in investing. Glossary. a

HG 6041 G56 1985 332.6322

Available from: Doubleday Canada
Cost: $13.00 - $20.99 CDN

**Gordon, Michael.** Ounce of Prevention: The Canadian Guide to a Healthy and Successful Retirement (Book). Scarborough: Prentice-Hall Canada, 1984. 264p.

Planning can make the difference between a happy retirement and a disastrous one. The author delineates areas in which preparations should take place, including physical care and fitness, financial and legal matters, social and emotional concerns, estate planning and protection against crime. A bibliography of recommended readings follows the text. With its wealth of suggestions for preventing post-retirement problems, this book should be on the reading list of every prospective retiree. a,SEN

HQ 1062 G67 1984 646.79

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.00 CDN

**Grenby, Mike.** Mike Grenby's Tax Tips: How to Pay Less Tax This Year (Book). 7th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1986. 206p.

More than 170 tax-saving tips, plus some handy forms, help to update tax-saving techniques as well as help save as much tax as is legally possible. Legislation changes and some tips may cause some controversy; it would be wise, therefore, to seek expert advice beyond that found in this book. a

HJ 4661 G74 1986 343.71052

Available from: International Self-Counsel Press
Cost: $6.00 - $13.99 CDN

Hardy, C. Colburn. Dun & Bradstreet's Guide to $Your Investments$ (Book). 30th ed. New York: Harper & Row, 1985. 239p.

This investment guide is a valuable one for the serious investor whether conservative or aggressive. It is meant to "help investors understand securities and commodities, the operation of their markets and the standards and methods that have proven successful." Several sample portfolios for a variety of income and investment goals are provided. Also included is a list of abbreviations, a bibliography, an index, and an index of securities. a

HG 4514 H27 1985 332.6

Available from: Fitzhenry & Whiteside
Cost: $13.00 - $20.99

**Hatch, James E.** Investment Management in Canada (Book). Scarborough: Prentice-Hall Canada, 1983. 574p.

This introductory text in investment management is appropriate for undergraduate or graduate students; a prior knowledge of basic algebra, accounting and statistics is required. Canadian in its orientation, this book discusses the financial role of the three levels of government, the activities of Canada's stock exchange, commonly used stock and bond return indexes, and the taxation of investment incomes. Ten appendices and an index aid in accessing this comprehensive work. a

HG 5152 H37 332.60971

Available from: Prentice-Hall Canada
Cost: $21.00 - $30.99 CDN

Heatter, Justin. Small Investor's Guide to Large Profits in the Stock Market (Book). New York: Signet, 1983. 244p.

The central core of this investment advisor's easy-to-use system is common-stock investing. This simple book has the small investor in mind. The reader is told how the investment game works, how to structure and investment portfolio, how to select stock brokers, how to use simple stock market math, when to buy and sell, and how to read a prospectus. The final section allows the reader to evaluate a prospectus and then compare notes with the author. The prospectus is found in the appendix. An index is also included. a

HG 4514 H32 332.6

Available from: New American Library of Canada
Cost: $0 - $5.99

How to Invest in Canadian Securities (Book). Toronto: Canadian Securities Institute, 1984. 251p.

The focus of this investment guide is on securities, especially bonds, debentures, preferred shares and common shares. Tax planning and related investment vehicles such as mutual funds, warrants, rights and listed options are also important in the text. This conservative approach to investing advocates a long term perspective in selecting investments; speculation is not considered. A glossary, a bibliography and an index are included along with an appendix of test questions. a

HG 5152 H68 1984 332.60971

Available from: Canadian Securities Institute
Cost: $13.00 - $20.99 CDN

**Ingram, David.** David Ingram's Investment Guide (Book). rev. ed. Surrey, BC: Hancock House, 1985. 140p.

Although Ingram includes information on diamonds and antiques in this investment guide, he doesn't recommend their purchase. He states: "when times are tough, you will burn the antique for firewood and the criminal element will kill for the diamonds". His choice is real

estate. In a casual style, he discusses points to ponder before purchasing real estate and describes a variety of real estate investment choices. The discussion of other investment choices such as RRSPs balance the book's coverage. A few document examples, charts, and reference sources provide the reader with specific information on particular points the author makes. Although the book is not indexed, the table of contents is detailed. The book is Canadian but its casual style limits its usefulness. a

HG 4521 I53 1985 332.678

Available from: Hancock
Cost: $6.00 - $12.99 CDN

Investing in Stocks (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 4527 I8 1986 332.6

Available from: ACCESS Network
Cost: Contact publisher CDN

Investment Dealers Association of Canada. How to Invest in Canada (Videocassette). Calgary: ACCESS Alberta, 1983.

1 videocassette. colour. 25 minutes. 1/2 in.

The Association explains how to choose a registered representative of an investment dealer company, what to expect from a representative, which steps to take before investing, and what types of investment opportunities exist. Computer animated graphics produced by the Telidon system attractively illustrate economic and investment concepts. A case study and the narration also help to simplify complicated concepts. 11,12,a

HG 4539 I69 332.6

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Kelman, Steven G. RRSPs 1986: The Authoritative Guide to the Best Retirement Savings Strategy (Book). 1986 ed. Toronto: Methluen, 1985. 192p.

Kelman has written a straight-forward, no-nonsense guide to tax shelters. RRSPs, annuities, Registered Retirement Income Funds (RRIFs) and term-to-90 annuities are only a few of the options open to the consumer. Among other options described are: funds such as fixed income, equity, and real estate funds, and plans such as group, self-directed, deferred profit-sharing, spousal and guaranteed plans. From the first chapters on budget revision to the last ones on RRIFs and other tax shelters, there is something of interest to almost everyone who complains about high taxes! Formerly the No-Nonsense Guide to RRSPs/RHOSPs and Other Tax Shelters, this edition has removed chapters on RHOSPs and life insurance policies and has added a directory of fund managers and distributors. This edition has also been revised to reflect the May 23, 1985, budget proposals. a

HG 1897 K299 1985 332.6042

Available from: Methuen
Cost: $6.00 - $12.99 CDN

Klinger, Harry Z. Market Smarts: Wise Investment Strategies for Today's Uncertain Times (Book). Toronto: Key Porter, 1985. 238p.

Market Smarts explains "money, the global economy, our financial institutions and the world of investment" in clear, understandable terms to both personal and professional investors. A glossary, an index and a variety of appendices - including a table to determine the nominal return needed to make on investments and their real return after taxation and inflation - increases the book's usefulness. a

HG 4527 K58 1985 332.678

Available from: Key Porter
Cost: $21.00 - $30.99 CDN

Louis, David. RRSP Strategies (Book). Willowdale, ON: Hume Publishing, 1983. 331p.

Written by an accountant and expert in tax law, this book is a comprehensive guide to RRSPs. Beginning with a description of the advantages of RRSPs, Louis goes on to discuss the similarities to other investments and pension plans and argues the advantages and disadvantages of self-administered plans. He describes ways of capitalizing on all the benefits of RRSPs and outlines the "pros and cons" of borrowing money to make contributions to them. The book concludes with 138 pages of tables describing some of the RRSP-qualified investments available. The book is current to the February 29, 1984, RRSP deadline. The book has appeal to the novice as well as to the seasoned investor. a

HD 7106 C2 L68 1983 332.6042

Available from: Hume
Cost: $31.00 - $50.00 CDN

**Louis, David.** Tax-Saving Strategies for the Canadian Investor (Book). Willowdale, ON: Hume Publishing, 1984. 312p.

Given Canadian tax law and procedures, planning a tax strategy can be difficult. The book gives consumers an insight into tax planning by discussing fundamental strategies, interest, annuities, life insurance, capitol gains and losses, dividends, RRSPs, tax shelters, real estate and incorporation. The author shows how investments are taxed and describes effective ways to reduce personal taxes. A glossary is included. a

HJ 4662 A3 L64 1984 336.2420971

Available from: Hume
Cost: $31.00 - $50.00 CDN

**MacInnis, J. Lyman.** Get Smart! Make Your Money Count (Book). Scarborough: Prentice-Hall Canada, 1983. 250p.

The complete Canadian guide to money management for the eighties is a very readable book offering advice in two areas of money management. The first part covers various aspects of budgeting and basic management and includes a list of ten common financial planning mistakes. Although unusual topics, sound practical advice is offered on opening a Swiss bank account and procedures to follow upon winning a lottery. The guide to investing in part two is not meant to be a separate section irrelevant to the average person. Anyone who owns real estate, including his or her own home, is an investor. Anyone who owns RRSPs, a pension plan or insurance policy should be aware of how the market works and how it influences one's financial affairs. This section also covers joining investment clubs and choosing and dealing with a broker. Sample budget sheets, an investment glossary, and the "personal financial planning analysis" questionnaire contribute information to this already fact-filled guide. a

HG 179 M32 332.024

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99 CDN

Mackevich, Gene. Woman's Money Book: How to Make Your Money Grow (Book). New York: Bantam Books, 1979. 199p.

This introduction is written in a straight-forward easy-to-read style and briefly covers every subject essential to making one's money make money. "Raising your comfort index" lists source material with which a woman should become familiar and provides a checklist for choosing an investment counsellor. Among the other topics discussed are common stocks, the stock and bond markets, options, gold, real estate, insurance, tax shelters and estate planning. "Investment Sins" discusses investment negatives such as preferred stocks, mutual funds and long-term bonds, and the "sins" of pride, greed, sloth, and the like. A long and detailed glossary will help anyone develop an understanding of the language of the financial world - essential for making money grow. Index. a

HG 179 M199 332.024

Available from: Bantam Books Canada
Cost: $0 - $5.99

**McLeod, William E.** Tax Shelters: Choose with Care! (Book). 10th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1985. 152p.

McLeod provides information on the most recent changes to Canadian tax law: income splitting has been eliminated, pension income is no longer considered earned income, and new conditions have been attached to RRSPs. Information on RRSPs, mutual funds, and life insurance makes up a major portion of this book. Deferred Profit Sharing Plans (DPSPs), MURBs and alternatives to tax shelters are also suggested. Tax Shelters will be a valuable asset to anyone planning a personal tax strategy. a

KE 5683 Z82 M234 1985 332.6042

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

**Middleman** (Film). Toronto: Marshall Pictures for Toronto Stock Exchange, n.d.

16 mm. colour. 13 minutes.

Explores the role of a broker at the Toronto Stock Exchange. An actual broker and his clients are used to show the broker at work as well as outline what a consumer should expect of his broker. A career as a stock broker is discussed. The film is realistic and informative. Scenes of the Toronto Stock Exchange trading floor and the actual telephone contacts of the broker are exciting. 11,12,a

CAF 142

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Money Management Institute.** Your Savings and Investment Dollar (Book). rev. ed. Money Management Library. Prospect Heights, IL: Household International, 1984. 34p.

This booklet is part of a series attempting to increase the reader's money management skills by providing information on getting the most value from money spent. A variety of topics - from children's spending to automobiles to higher education as an investment in oneself - are covered. For reviews of other series titles refer to "Money Management Institute" in this bibliography's author/title index. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 10,11,12,a

HG 4521 M772 1984 332.6

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99 CDN

Nelson, Wayne F. How to Profit from the Money Revolution (Book). New York: McGraw-Hill, 1983. 155p.

Wayne Nelson is an investment company vice-president who conducts monthly investment seminars throughout the Unites States. In this book he provides advice on how to obtain financing for real estate purchases, how to profit from "the coming stock market boom," how much and what type of life insurance to buy, and how to avoid common financing pitfalls. The aim of this American work is to help the reader bypass the numerous and often costly financial services, firms and experts that populate the world of investment. Index. a

HG 4527 N443 1983 332.678

Available from: McGraw-Hill Ryerson
Cost: $13.99 - $20.99

**Ontario Ministry of Consumer and Commercial Relations.** Ontario's Investment Marketplace: Risks, Responsibilities, and Regulation (Book). Toronto: The Department, 1985. 45p.

This teacher resource book of case studies has been designed for the use of secondary school teachers and adult educators to "help students understand the co-operative nature of regulation in the Ontario financial marketplace". It examines the activities of Ontario's financial institutions, the importance of co-operative interaction of consumers, government and the institutions, and how the environment in which they operate - the marketplace - "is regulated by businesses themselves, government, and individual consumers". The cases are accompanied by questions, comments and a bibliography. tg/10,11,12,a

HG 4521 O99 1985 332.6

Available from: Limited distribution, contact publisher
Cost: n.a. CDN

Passell, Peter. Personalized Money Strategies (Book). New York: Warner, 1985. 198p.

Financial writer Passell outlines fifteen personality profiles, with investment plans for each. He divides the book into three segments: "The Concepts" introduces the basics, "The Tools" describes various investment products, and "The Strategies" outlines fifteen individual and family profiles "with varying incomes, responsibilities and financial goals". The trick is to find the profile closest to one's situation, make appropriate adjustments and choose the investment strategies that best match one's needs. Index. a

HG 179 P26 1985 332.678

Available from: Random House of Canada
Cost: $13.00 - $20.99

**Principles of Investment** (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 4527 P935 1986 332.6

Available from: ACCESS Network
Cost: Contact publisher CDN

Renting Your Money for Profit (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HF 4527 P297 1986 332.6

Available from: ACCESS Network
Cost: Contact publisher CDN

Ruff, Howard. Making Money: Winning the Battle for Middle-Class Financial Success (Book). New York: Simon and Schuster, 1984. 299p.

Howard Ruff tells you what caused the "Malarial Economy" - the swings from chills (recession) to fever (inflation) and back - and how to spot turns in the economy and profit by them. In the cycle good investments become bad ones, bad investments become good ones; most people lose but Ruff says they can profit from it. Every investment area - real estate, precious metals, stocks, bonds, and commodities - is covered. Appendix I provides additional advice on how to analyze investments; Appendix II lists recommended readings and products. Index. a

HG 4921 R84 1984 332.678

Available from: Musson
Cost: $21.00 - $30.99

Shulman, Morton. How to Invest Your Money and Profit from Inflation (Book). 2d ed. Edmonton: Hurtig, 1980. 173p.

Shulman, a self-made millionaire, offers in this revised edition, his advice for investing during inflation. The effect of inflation on investments is made clear through illustrations and examples, some of which are drawn from the author's career. Written in a clear but informal style, this book might be a popular addition to supplemental reading lists for consumer education. a

HG 4521 S58 1980 332.6

Available from: Hurtig
Cost: $6.00 - $12.99 CDN

Skousen, Mark. High Finance on a Low Budget (Book). Toronto: Bantam, 1981. 165p.

Skousen explains that the key to high finance on a low budget is a four-step program: put savings first, write down everything that is spent in a budget, establish strict spending limitations, and invest long-term savings in proven inflation hedges. The basis to successful investing for the lower-to-middle income earner is first learning to save 10% of one's monthly paycheque then learning ways to saving more earnestly and investing effectively. He explains how investments work, when to get out of an investment and how to maximize tax liability. He concludes with advice on how to keep abreast of current trends or new approaches. Although an American book, many Canadians will find it a valuable source of investment information. a

HG 4521 S58 332.63

Available from: Bantam Books of Canada
Cost: $0 - $5.99

**Tan, Dominic.** How to Make Money in Blue Chip Stocks (Book). Surrey: Hancock House, 1985. 112p.

Written by a 25-year veteran of the stock market, this book is designed to help readers create their own investment plan and bookkeeping system by following the blue chip Tan Investment Plan (TIP). TIP is a six-phase program which spells out A-C-T-I-O-N: Aims, Cash, Time, Implementation, Organization of portfolio and Norms of portfolio management. Each phase of TIP A-C-T-I-O-N strategy is presented in detail and is accompanied by worksheets and a glossary. Tan also gives advice in choosing a stock broker, an important aspect of investing. a

HG 5154 T36 1985 332.63220971

Available from: Hancock
Cost: $6.00 - $12.99 CDN

Tobias, Andrew. Money Angles (Book). New York: Linden Press, 1984. 222p.

These funny, informative articles by one of American's most popular writers on business and personal finance "offer two commodities rare in financial writing: sheer entertainment and a high level of financial savvy." While teaching us about money - getting it, hanging on to it, investing it, borrowing it, and even spending it - the author discusses such topics as mutual funds, municipal bonds, brokerage houses, corporate reports and sources of business news. This humorous attack on the institutions, jargon and practices of the financial community is useful only as supplementary reading. Extensive glossary and index. a

HG 4521 T59 332.024

Available from: Musson
Cost: $13.00 - $20.99

Tuccille, Jerome. Everything the Beginner Needs to Know to Invest Shrewdly (Book). New York: Barnes & Noble, 1978. 192p.

A Wall Street broker has written a step-by-step guide to the basics of financial growth and answers the questions: What is a stock? A corporate bond? What are money market instruments? Mutual funds? What is a tax shelter? and What is an option? Part 2 covers picking a brokerage firm and what to invest in. Financial planning and basic tax considerations are also discussed. The glossary is fifty pages long and the index is quite detailed. a

HG 4514 T93 332.6

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

Van Caspel, Venita. Power of Money Dynamics (Book). Reston, VA: Reston, 1983. 662p.

This best-selling author believes "there is no 'right' investment for all seasons, but there is the right investment this season." A Certified Financial Planner and lecturer, Van Caspel has written a step-by-step guide to use in designing one's own "financial blueprint." You can "chart your course to all the right investments" whether they are collectibles, life insurance or real estate. Whether to rent or buy a home, how to take advantage of the "energy crisis" and how to prepare for retirement are other topics of interest. Each topic ends with a clearly defined summary and a list of ways to apply the techniques described in the preceding pages. The very positive approach, a glossary of investing and an appendix filled with tables and worksheets make this clearly written book very useful even to the Canadian investor. Index. a

HG 179 V364 332.024

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99

**Zimmer, Henry B.** Revised & Expanded Canadian Tax & Investment Guide (Book). rev. ed. Edmonton: Hurtig Publishers, 1985. 315p.

Zimmer shows how year-round tax planning can affect after-tax income. He discloses why fringe-benefit plans are often more valuable than a raise in pay, and explores ideas for maximizing investment yields. This revised edition includes the 1985 Spring budget changes and five new chapters on tax planning for commissioned salespersons, separation and divorce, retirement years and for new business ventures. Zimmer writes for executives, professionals and business men or anyone else in a "middle class" tax bracket who is paying too much tax. a

KE 5682 Z82 Z54 1984 343.71052

Available from: Hurtig
Cost: $13.00 - $20.99 CDN

**Zimmer, Henry B., and Kaufman, Jeanne V.** Reshaping Your Investment Strategies for the 1980s (Book). Don Mills: William Collins Sons, 1982. 245p.

The authors show middle class Canadians "how to find the particular investment approach that

best suits individual circumstances and the prevailing investment climate." From RRSPs, life insurance, real estate, and the stock market to investing in gold, silver and collectibles, the suggestions in this book cover a wide range of topics. The authors try to provide suggestions for people to better adapt to the investment climate of the 1980s in order to "survive during hard times and prosper when the economic situation eventually turns around." A particularly important chapter describes when and how to seek advice from a professional. a

HG 5421 Z45 332.678

Available from: William Collins Sons
Cost: $0 - $5.99 CDN

## D. INSURANCE

Alberta Agriculture. Home Economics Branch. Insurance (Book). Edmonton: The Department, 1982. 47p.

Part of a series of publications on family financial planning, this booklet includes basic information and exercises on life, disability, auto and property insurance. It is a brief but straight-forward and informative guide to making decisions regarding insurance needs and insurance budgets. Useful personally or within an adult workshop. a

HG 8051 A62 368

Available from: Alberta Agriculture
Cost: Free CDN

Brown, J. J. Winning the Life Insurance Game: How You Can Get Good Protection and Still Save Money (Book). Toronto: Macmillan, 1985. 199p.

The author of Start with $1000 gives life insurance advice to Canadians on how to save money while improving on a policy. He believes his plan of buying term insurance and investing the difference is the best approach for everyone, and gives step-by-step advice on how to put this plan into effect. Includes a bibliography, an index and various appendices. 11,12,a

HG 8773 B76 1985 368.32

Available from: Macmillan
Cost: $13.00 - $20.99 CDN

Consumers Union Report on Life Insurance: A Guide to Planning and Buying the Protection You Need (Book). 4th ed. New York: Holt, Rinehart and Winston, 1980. 384p.

Consumers need some guidance in deciding which of the hundreds of life insurance policies to consider. Half of the book is devoted to rating life insurance policies, listed by company name and policy. While much of the book is U.S.-oriented, several of the 110 companies and policies rated by Consumers Union are Canadian. Chapters on basic policy types, how much life insurance one needs, how to read a life insurance policy, and whether one should switch policies are also useful to Canadian readers who want to learn how to plan, and if necessary, to purchase the protection they need. A glossary and an index conclude the text. a

HG 8951 C62 1980 368.3200973

Available from: Holt, Rinehart and Winston of Canada
Cost: $13.99 - $20.99 CDN

Golonka, Nancy., and Loving, Rush, Jr. How to Protect What's Yours (Book). Washington, DC: Acropolis Books, 1983. 304p.

The Consumer Affairs Director of the Insurance Information Institute describes how to shop around for the best insurance. Saving money on insurance, planning future security and stretching a family budget are emphasized in this guide to protecting a house, possessions, life, health, and nest eggs. Two appendices, "How to Read Your Insurance Policy" and "Your Choice in Homeowners' Policies" are invaluable even to Canadian consumers. Index. a

HG 8061 G64 1983 368.002

Available from: Insurance Information Institute
Cost: $6.00 - $12.99

Insure Yourself: A Guide to Your Security (Kit). New York: Educational Enrichment Materials, 1980.

3 filmstrips, 3 cassettes, teacher's guide.

This filmstrip program explains the general principles of insurance to high school students "while focusing on four major types of insurance: automobile, life, health and home". The teacher's guide contains vocabulary lists, discussion suggestions and the filmstrip scripts. tg/10,11,12

HG 8047 I7 1980 368

Available from: Home Economics School Service
Cost: $75.00

Insuring Your Life (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 9014 I7 1986 368.32

Available from: ACCESS Network
Cost: Contact publisher CDN

Kenton, Walter S. How Life Insurance Companies Rob You and What You Can Do about It (Book). New York: Random House, 1982. 193p.

Written by a top insurance salesmen, this book provides consumers with an insight into the insurance industry itself. Written in a conversational manner, the author encourages consumers to obtain insurance that is suited to their needs not to those of the salesman. He shows how to select various types of policies, to be aware of sales gimmicks, and how to save money. He also advises consumers to be more alert when talking to an insurance salesman. By exposing life insurance selling practices Kenton reveals how one can pay less for more protection and make money on the insurance one already owns. a

HG 8951 K4 1982 368.32

Available from: Random House of Canada
Cost: $13.00 - $20.99

McLeod, William E. Life Insurance and You: A Handbook for Consumer Protection (Book). Don Mills: General Publishing, 1981. 290p.

A very current guide to avoiding the pitfalls of buying insurance, it provides a wealth of information with which to make sound decisions regarding one's insurance dollar. Paying for the wrong type of policy, inadequate coverage, or high premiums can be avoided. Besides term life, group, and mortgage insurance, the author addresses the concerns of women, children and non-smokers. He also discusses life insurance RRSPs, tax deductions, borrowing on a life insurance policy, and insurance sales people and practices. Various appendices and a glossary are included. a

HG 8773 M32 368.3

Available from: William E. McLeod
Cost: $6.00 - $12.99 CDN

McQueen, Rod. Risky Business: Inside Canada's $86-Billion Insurance Industry (Book). Toronto: Macmillan, 1985. 408p.

Canadians, according to the author, are the third most insured nation in the world. Life insurance policies are the second most popular financial investment in this country. The insurance industry controls 86 billion dollars in assets, yet we really know very little about the industry. McQueen takes a close look inside Canada's huge, powerful and complex insurance industry. He also portrays an industry "in transition as it confronts demanding challenges". This analysis is interesting supplementary reading. Appendices and index. a

HG 8550 M26 1985 368.971

Available from: Macmillan of Canada
Cost: $21.00 - $30.99 CDN

Mink, Stephen. Insuring Your Home (Book). New York: Congdon & Weed, 1984. 211p.

An insurance claims adjuster has written an easy-to-understand guide to home owner policies. He provides the reader with a guide to choosing the best policy to meet his or her needs and to using a policy to its fullest. The author offers practical suggestions when shopping for insurance, explains standard policies and coverage, and illustrates the best ways to file a claim. He also includes discussions on such timely topics as coverage for computers, software and video equipment. Even Canadians will find this American guide useful. Includes an index. 11,12,a

HG 9986 M56 1984 368.096

Available from: Methuen
Cost: $6.00 - $12.99

**Property and Liability Insurance** (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for Profit, Using Credit Wisely, and Your Will and Estate. a

HG 9970 L5 C16 1986 368

Available from: ACCESS Network
Cost: Contact Publisher CDN

**Rogers, James E.** Life Insurance for Canadians (Book). rev. ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1980. 84p.

How much? What kind? From whom? The author covers all aspects of life insurance: necessary coverage, permanent versus term insurance, selecting an insurance agent, disability income insurance, retirement savings plans and other topics. Comparison tables for various plans and premiums are included. 11,12,a

HG 8773 R64 1980 368.32

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

**Shernoff, William M.** Payment Refused (Book). New York: Richardson & Steirman, 1986. 267p.

This book was written by an attorney who fought against the unfair practices of insurance companies. Case after case describes his personal court room experiences in dealing with insurance companies' unfair settling of claims. The last chapter provides some practical and legal tips to use when making an insurance claim. a

HG 8535 S56 1986 368.32

Available from: Richardson & Steirman
Cost: $13.00 - $20.99

You and Your Automobile Insurance (Kit). New York: Insurance Information Institute, 1978.

1 cassette, 1 filmstrip, teacher's guide.

This kit contains a cassette tape and filmstrip presentation of about thirteen minutes duration. The basic concept of insurance as the sharing of financial risk, the six types of coverage available in policies, "no fault" insurance factors that determine the cost of insurance and ways in which car owners can save money on their premiums all are clearly explained. Educators who prefer to narrate themselves can refer to the printed script contained in the accompanying guide. This guide also provides instructional objectives, major concepts and generalizations, a glossary, and activity ideas for teaching automobile insurance. tg/10,11,12,a

HG 8051 Y8 368.232

Available from: Insurance Information Institute
Cost: $13.00 - $20.99

You and Your Home Insurance (Kit). New York: Insurance Information Institute, 1978.

1 cassette, 1 filmstrip, teacher's guide.

This American filmstrip and cassette tape is accompanied by a guide which, in addition to the printed script and a description of the visuals, provides instructional objectives, major concepts and generalizations, a glossary, and activity ideas for teaching the basics of home insurance. All aspects of the topic are covered, from an introduction on how insurance works to a description of specific policies and perils. The running time of the presentation is about twelve minutes. A well-produced kit that would prove useful with education audiences. tg/10,11,12,a

HG 9970 H 44 Y7 368.232

Available from: Insurance Information Institute
Cost: $0 - $5.99

## IV. BUYMANSHIP

### A. BUYING PRACTICES

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** If Wishes Were Horses/Lost in the Fine Print (Videocassette). Calgary: ACCESS Alberta, 1979.

2 programs. colour. 30 minutes each. 1/2 in. and 3/4 in.

In the video, Lost in the Fine Print, a young couple learn about the financial, legal and emotional problems that can result from not investigating thoroughly a used car before buying. Certain steps should be followed when buying in today's marketplace. These include comparison shopping and reading all contracts properly before signing. This couple initiate action against the used car dealer for misrepresentation of facts. We see what consumer rights and responsibilities they have in attempting to settle their grievances. Reference is made to Alberta Consumer and Corporate Affairs and Alberta legal procedures. The video is part of a teaching package titled Lost in the Fine Print (TX 335 I34), reviewed elsewhere. 10,11,12,a

TX 335 I3 343.7

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Alberta Consumer and Corporate Affairs, and ACCESS Alberta.** Lost in the Fine Print (Kit). Calgary: ACCESS Alberta, 1981.

1 videocassette. colour. 30 minutes. 1/2 in. and 3/4 in.; duplicating masters, pamphlets, teacher's guide.

The main objective of the teaching unit is to involve students in the process aspect of consumer decision-making. By doing these suggested activities, exercises, and discussions, they should develop a set of guidelines useful for making any consumer purchase. Worksheets and teaching suggestions are given for a unit on "Five Steps to Buying a Used Car". Creative writing exercises, dramatizations, and local study projects are provided. Additional resources include lists of other video programs, tip sheets, and duplicating masters. A videocassette titled If Wishes Were Horses/Lost in the Fine Print (TX 335 I3) is reviewed elsewhere. tg/10,11,12,a

TX 335 I34 343.743

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Guarantees and Warranties (Kit). Edmonton: The Department, 1980.

Transparencies, duplicating masters, sample tip sheet, teacher's guide.

Checking out the guarantee or warranty is an important part of many purchases. This package outlines how to judge the value of guarantees and warranties offered on consumer products such as household appliances and radios. tg/10,11,12,a

HG 3755 A7 640.73

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Mail Order Buying (Kit). Edmonton: The Department, 1980.

1 videocassette. colour. 15 minutes. 1/2 in. and 3/4 in; tip sheets, transparencies, duplicating masters, teacher's guide.

This teaching package was developed to promote awareness of consumer rights and responsibilities in regards to mail order buying. As well, it should help to improve the skills used to interpret advertising. The videotape, "Mail Order Buying", is the main resource. Real-life examples of consumer complaints and extravagant advertising claims are presented in this segment of a 1979 CBC "Marketplace" program. The teacher's manual includes background information such as relevant legislation, activities, and discussion questions for class participation. tg/10,11,12,a

HF 5466 A7 659.13

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**B.C. Ministry of Consumer and Corporate Affairs.** Shop Hop (Game). Victoria: The Department, 1980.

Board, shopping lists, playing cards.

This board game is for 2-4 players. Each player must purchase 6 given items on a shopping list while keeping within the budgeted amount of money allotted to him. Addition and subtraction of monetary amounts are the skills required to play. 3,4,5,6,7

TX 335 B84 640.73

Available from: B.C. Ministry of Consumer and Corporate Affairs
Cost: Limited distribution, contact publisher CDN

Bendick, Robert, and Bendick, Jeanne. Consumer's Catalog of Economy and Ecology (Book). New York: McGraw-Hill, 1974. 156p.

Describes economic and environmental responsibility of the consumer when exercising purchasing power. In a conversational yet informative manner, it serves as a guide to purchasing. The book tells what to look for before purchasing, discusses strong and weak aspects, presents alternatives, advises consumers when and how to buy, and provides hints for using products. Emphasis is placed on the consumer's ecological responsibility. 7,8,9,10,11,12,a

QH 541 B43 640.73

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Canadian Automobile Association. Complete Buyer's Guide: How to Get More for Your Money (Book). Montreal: Reader's Digest Association (Canada), 1982. 415p.

Accordions to zippers, money management to vacation planning, this comprehensive book is true to its title. Besides providing buying guidelines to just about everything, it offers tips on dollar stretching, safety, and consumer rights. Special "alert boxes" on real cost, services, dollar-stretching and other guidelines are interspersed throughout the text. They can be found listed with the contents table, the index, and the consumer service directory. The directory of public and private organizations providing various services to the Canadian public, and the illustrations and charts make this guide even more valuable. 9,10,11,12,a

TX 335 C11 640.73

Available from: Canadian Automobile Association
Cost: $21.00 - $30.99 CDN

Choosing What to Buy (Film). Chicago: Encyclopedia Britannica Educational Corporation, 1978.

16mm. colour. 15 minutes.

The film centers around the story of a boy named Buzz who finds a quarter lying in the street and asks the advice of his friends in deciding what to do with it. A teacher's guide with discussion questions, activities and duplicating masters is included. Utilizing puppets, animation, and live mime, this film uses a series of humorous vignettes to introduce and discuss money management and making consumer decisions. 1,2,3

CAF 149

Available from: Visual Education Centre
Cost: Contact publisher

Compeau, Margaret. Exploring Stores: A Teacher's Guide to Investigating Shopping Centres (Book). Victoria: BC Ministry of Consumer and Corporate Affairs, 1981. 68p.

Daily lesson plans and activities involve such skills as listing, mapping, graphing, estimating, analyzing, role playing, planning, oral presentation, interviewing, and problem solving. Art, drama, games and math and language skills are among the activities used to develop students' awareness and experience within a shopping centre. Assignment sheets and a list of supplementary material for students and teachers complete the guide. tg/4,5,6

LB 1584 C64 372.8

Available from: BC Ministry of Consumer and Corporate Affairs
Cost: n.a. CDN

Consumer Education: Buyer Be Wise (Kit). Mount Kisco, NY: Teaching Resource Films, 1975.

4 filmstrips, 4 cassettes, teacher's guide.

Ear appealing conversation lead into slower, narrator discussions of budgeting and toy buying comparison shopping at the supermarket and the pros and cons of advertising. Teacher's guide contains a synopsis and text of each filmstrip. As well, student activity suggestions involve students in investigating consumer problems with readily available materials. tg/3,4,5,6

TX 167 B98 C76 640.73

Available from: A.I.M. Educational Aids, or Ginn and Company
Cost: $75.00

Consumer Education: Buying Right (Kit). Jamaica, NY: Eye Gate, 1973.

6 filmstrips, 3 cassettes.

This kit is designed to give teenagers information about problems they face as consumers. By being aware of these problems and knowing the best ways to handle them, young people should be able to make better decisions about purchases and better use of money. Filmstrips are entitled: "How to Shop", "Deciding to Buy", "Traps to Stay Out Of", "Getting What You Really Want", "How to Buy" and "Recognizing Real Bargains". 7,8,9,10,11,12,a

TX 167 C765 640.73

Available from: Cenco Canada
Cost: $100.00

Consumer Game (Film). Santa Monica: Pyramid Films, 1973.

16mm. colour. 20 minutes.

Arte Johnson provides the viewer with pointers on how to win the consumer game in the supermarket. He discusses the concepts of comparison shopping, unit pricing, convenience packaging, financing, labelling, guarantees, and national standards. His brief explanations are illustrated by film clips of realistic situations involving supermarket shoppers. The film is highlighted by a musical background and a theme song suggesting that the consumer shop around and think before he buys. 9,10,11,12,a

CAF 108

Available from: Pyramid Films
Cost: Contact publisher

Consumer's World: It's Your Decision (Kit). New York: Globe Filmstrips, 1974.

6 filmstrips, 6 cassettes, teacher's guide.

Specific information is given in various areas of consumer expenditure - food, furniture, cars, clothes - and deceptive selling practices. Aimed at young adults earning their own money and establishing their own homes, situations develop to decision points but no answers are provided. Details such as prices are dated, but the goal of teaching students to evaluate needs before buying as well as comparing costs, products and supplies, is valuable. tg/10,11,12,a

TX 167 C76 IT6 640.73

Available from: Globe/Modern Curriculum
Cost: n.a.

Denenberg, Herb. Herb Denenberg's Smart Shopper's Guide (Book). Radnor, PA: Chilton Books, 1980. 215p.

This guide to American consumer information is written to assist readers in making the right consumer decisions in the marketplace. Chapters cover food, health care services, home and automotive safety, insurance, and rules for making effective complaints. American consumer numbers and addresses are listed. General advice and pitfalls are applicable for Canadian consumers. 10,11,12,a

TX 335 H4 640.73

Available from: Nelson Canada
Cost: $6.00 - $12.99

Dolgin, Phyllis. Alice in Consumerland (Kit). Fairlawn, NJ: January Productions, 1974.

5 filmstrips, 5 cassettes, teacher's guide.

This kit introduces children to problems they may encounter as consumers such as budgeting and defective merchandise. Appealing cartoon characters of consumer products tell their stories to Alice as she learns to analyze and think critically when shopping. A teacher's guide provides scripts and suggests appropriate follow-up activities. tg/k,1,2,3

TX 167 AL4 640.73

Available from: House of Learning
Cost: $100.00

**Effective Buying** (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for

Profit, Using Credit Wisely, and Your Will and Estate. a

HF 5437 E36 1986 640.73

Available from: ACCESS Network
Cost: Contact publisher CDN

Good Buys: Alternatives to Shopping Malls (Kit). Kildeer, IL: Learning Seed, 1983.

2 filmstrips, 2 cassettes, 2 duplicating masters, teacher's guide.

The best values can be found in thrift shops, flea markets, factory outlets, garage sales, food co-ops, classified ads, community bulletin boards, or by bartering, doing-it-yourself/growing-it-yourself and sometimes even by deciding not to buy at all. The two-part filmstrip briefly explores these alternatives to shopping centres and offers advice on buying on a tight budget. tg/9,10,11,12,a,LIN

TX 167 G77 1983 640.73

Available from: Social Studies School Service
Cost: $75.00

Goodman, Larry, and Ocko, Judy Young. Savvy Shopper; Your Guide to Saving Money at Department, Speciality and All Retail Stores (Book). New York: Ballantine Books, 1982. 144p.

A dollar-saving guide that shows the consumer how to make the most of holiday, special, clearance, and storewide sales and how to read store ads. It features a year-round calendar of sales and a glossary of sale language and other merchandising terms. This guide is filled with a variety of information. Among the topics are: labels and tags, store services, charge accounts, hidden charges, mark-ups, discount stores and complaint-making. Although some Canadian information is included, most of it, particularly laws and regulations, is American. A useful guide to any shopper, whether American or Canadian. 10,11,12,a

TX 335 G77 640.73

Available from: Random House of Canada
Cost: $6.00 - $12.99

Jarrard, Margaret, and McCormick, Helen. It Makes Good Cents (Book). rev. ed. Stockton, CA: Stevens & Shea, 1980. varied.

Five activity books cover economic concepts, advertising, comparison shopping and nutrition. The student booklets are titled: "Making Money, Spending Money", "Advertising: Caveat Emptor", "Deciding What to Buy", "You Are What You Eat" and "Trying Out What You've Learned". Designed for elementary students, the books are a series of hand-printed and illustrated duplicating masters, part of which may be used in the classroom and part in a store. Brief objectives and procedures are provided for the educator. tg/3,4,5,6,7,LSR

TX 335 J28 640.73

Available from: Relevant Instructional Materials
Cost: $21.00 - $30.99

Let the Buyer Beware (Kit). New York: Eye Gate, 1971.

6 filmstrips, 3 cassettes.

Attempts to develop in children an alertness and awareness of the marketplace. Filmstrip titles are "Everything Is Not What It Appears to Be", "Can You Believe Advertising?", "Johnny Has One", "Measures, Values and Bargains", "Use, Quality and Service" and "Is It Safe!" This kit is useful for discussion purposes despite some repetition. 3,4,5,6

TX 167 L56 640.73

Available from: Cenco Canada
Cost: $100.00

Let's Go Shopping (Kit). St. Paul, MN: Changing Times, 1973.

2 filmstrips, 1 cassette, fact sheets.

The kit is designed to help those with limited means meet personal needs in a marketplace that presents unlimited choices. The objective is to help develop good buymanship, not by lecturing, but by encouraging students to analyze the buying dilemma presented in five episodes. 8,9,10,11,12,LIN

TX 167 L56 C36 640.73

Available from: Marvin Melynk
Cost: $75.00

MacDonald, John. Consumer Education Part I: How to Shop Wisely (Kit). Mount Kisco, NY: Teaching Resources Films, 1973.

4 filmstrips, 2 cassettes, teacher's guide.

This kit provides the consumer with an excellent guide for making intelligent purchases. Topics considered include: becoming a responsible consumer, buying quality on a budget, finding a place to live and shopping for a car. The student is made aware of pitfalls awaiting consumers and alerted to ways to make every dollar count. Questions and projects which accompany each filmstrip encourage students to apply the principles studied to real life experience outside the classroom. tg/9,10,11,12

TX 167 H83 640.73

Available from: AIM Educational Aids, or Ginn and Company
Cost: $75.00

Money Management Institute. Money Management Library (Book Series). rev. ed. Toronto: Household Finance Corporation of Canada, 1973-1983.

12 booklets.

| | |
|---|---|
| Children and Money Management | (1981) |
| Managing Your Credit | (1978) |
| Your Automobile Dollar | (1975) |
| Your Clothing Dollar | (1978) |
| Your Equipment Dollar | (1973) |
| Your Financial Plan | (1979) |
| Your Food Dollar | (1982) |
| Your Home Furnishings Dollar | (1973) |
| Your Housing Dollar | (1983) |
| Your Recreation Dollar | (1977) |
| Your Savings & Investment Dollar | (1973) |
| Your Shopping Dollar | (1980) |

This series of colourful booklets attempts to increase the reader's money management skills by providing information which will help to get the most value from money spent. Topics covered include housing, clothing, appliances, recreation, children's spending, automobiles, credit, furniture and savings and investment. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 9,10,11,12,a,LSR

TX 326 H81 M74 640.73

Available from: Household Finance Corporation of Canada
Cost: $6.00 - $12.99 CDN

Proulx, Annie. Back to Barter (Book). New York: Pocket Books, 1981. 205p.

Bartering is an old concept that is once again becoming popular. This handy guide shows how to "organize individual trades, or how to get involved in non-profit barter co-ops and skills exchanges." An index is included. 10,11,12,a

HG 230.7 P77 332.5

Available from: PaperJacks
Cost: $0 - $5.99

Read Before You Write (Film). Studio City, CA: Filmfair Communications, 1972.

16mm. colour. 6 minutes.

Installment buying can be a convenience for people who know what they are doing. The situation presented in this film is that of a young couple who consider buying a television on an installment purchase. The viewers learn with the couple the pros and the cons of contract buying. The film is highlighted with a lively musical introduction and ending, and clear, colourful pictures. 10,11,12,a

CAF 107

Available from: Marlin
Cost: Contact publisher

Rosenthal, Lois. Partnering: A Guide to Co-owning Anything from Homes to Home Computers (Book). Cincinnati: Writer's Digest, 1983. 358p.

Co-ownership expands your purchasing power and helps you make better buying decisions. Co-ownership cuts costs on luxury items as well as "necessities" only needed once in a while. This book tells you how to find the "right" sharing partner and how to write up agreements that work. There is an appendix of various agreement forms and an index. a

KF 619 Z9 R67 346.73

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99

Shopping at Home: Catalog and Mail Order Buying (Kit). New York: Butterick, 1980.

1 filmstrip, 1 cassette, teacher's guide.

The information in this kit helps students to make wise decisions when buying by catalogue or mail order. In the filmstrip, three friends learn that shopping by mail can be convenient, but

also risky. A look behind the scenes at a mail order business helps viewers learn to be careful mail order shoppers. The teacher's guide provides learning objectives, teaching suggestions, and comments on the use of the eight study sheets. These sheets cover guarantees, order forms, and complaints. Program pre-and post-tests are supplied. tg/8,9,10,11,12

TX 298 S6 659.13

Available from: Butterick
Cost: $31.00 - $50.00

Shopping Game: The Art of Skillful Buying (Kit). Kildeer, IL: Learning Seed, 1979.

2 filmstrips, 2 cassettes, various, teacher's guide.

Shopping Game teaches a system of shopping called RESPA, namely: research, evaluation, shopping, purchasing and asserting one's rights. It is designed to teach the basic skills of wise shopping. Two filmstrips illustrate the importance of researching a product before purchasing and of comparison shopping. The activities expand upon the filmstrip's content. Consumer research cards require students to locate unbiased consumer information from reliable sources on suggested consumer items. The "Shopping Game" encourages students to do everything but buy the products: from researching the product, checking local stores and examining warranties to discovering return policies. The form "Critical Guide to Local Stores" is included as a teacher reference to help students "realize the differences among various retail outlets in pricing policies, service offered and quality of merchandise." tg/10,11,12

TX 335 S476 640.73

Available from: Home Economics School Service
Cost: $75.00

Stiles, Tom. Calculate to Save (Book). New York: Odin Press, 1978. 204p.

The author provides ideas for saving dollars in the areas of finance, electricity, home decorating, and food. There are very clear explanations for calculating percentages, decimals, and using a hand calculator. Unit pricing and metric units are also examined in detail. Two programmed learning sections teach the calculation of percentages and unit pricing. This is a useful book for consumers who are not confident of these specific mathematical skills. 10,11,12,a

TX 335 S8 640.73

Available from: Odin
Cost: $0 - $5.99

Supermarket Shopping: A Guide to Grocery Store Services (Kit). New York: Butterick, 1980.

1 filmstrip, 1 cassette, teacher's guide.

Members of a home economics class visit a city supermarket and talk with the store manager about the kinds of consumer information and services offered. They learn about floor layout, unit pricing, package labels, generic packaging, UPC. The teacher's guide provides learning objectives, teaching strategies, and discussion questions. Eight study sheets include a cross-word puzzle, survey format, and comparative formats for unit prices and label information. tg/9,10,11,12

TX 298 S7 640

Available from: Butterick
Cost: $31.00 - $50.00

Those Mail Order Millions (Film). Santa Monica: Pyramid Films; Hollywood: Parthenon Pictures, 1976.

16mm. colour. 10 minutes.

Grandma Gulley becomes involved in a mail-order employment scheme whereby she buys salt and pepper shaker sets, decorates them and tries to sell them through the mail. Her efforts and cash outlay are detailed, as are her rewards - no sales. She then relives the experience by going to a consumer agency, checking out the mail-order company, and deciding against the scheme. Actors pantomime the situation using props and painted backdrops while a narrator supplies dialogue and commentary. This busy presentation is sarcastic and amusing. It serves to illustrate the dangers inherent in mail-order schemes and caution prospects to investigate schemes before committing time and money to them. 10,11,12,a

CAF 143

Available from: International Tele-Film Enterprises
Cost: Contact publisher

To Buy or Not to Buy (Kit). New York: Random House, 1975.

1 filmstrip, 1 cassette, wall chart, cards, booklets, teacher's guide.

A variety of materials help students identify several consumer concepts - goods, services, comparison shopping, etc. - and develop a system for spending money. Information relevant to pre-buying, buying and post-buying is presented for large and small purchases and services. Students actively research and decide on these purchases. The teacher's guide outlines use of all materials and suggests related activities. tg/9,10,11,12

HC 79 C63 T55 640.73

Available from: Random House of Canada
Cost: $200.00

Wise and Responsible Consumership (Film). Lawrence, KS: Centron Educational Films, 1973.

16mm. colour. 13 minutes 30 seconds.

The narrator slowly and simply outlines various aspects of wise buying. Impulsive buying, bait and switch, label reading and comparison shopping are discussed. A final situation involving the purchase of a mechanical/electrical product illustrates the need to check total costs, guarantees, and the availability of parts before purchasing. The film is up-to-date and applicable to Canadian audiences. Elementary age levels could identify with both the characters and situations portrayed. An excellent leader's guide is provided. 3,4,5,6,7

CAF 116

Available from: Available on loan from Resource Centre
Cost: n.a.

## B. FOOD AND NUTRITION

Advanced Grocery Shopping (Kit). Kildeer, IL: Learning Seed, 1983.

2 filmstrips, 2 cassettes, 2 sheets, books, teacher's guide.

The information presented in this kit should help the shopper in "reading food labels, judging coupon and refund offers, resisting merchandising gimmicks, and in dealing with store brands and generics." Another objective is to help the student in developing a "philosophy" of grocery shopping. The 300-page book, Cut Your Grocery Bills in Half! (reviewed elsewhere) deals with these issues in much greater detail. tg/10,11,12,a

TX 335 A29 1983 641

Available from: Social Studies School Services
Cost: $75.00

Bingham, Joan, and Riccio, Dolores. Smart Shopper's Guide to Food Buying and Preparation (Book). New York: Charles Scribner's Sons, 1982. 312p.

An interesting chapter in this guide to reducing your food bill is "The Super Shopper". It tells how to avoid impulse buying, how to evaluate "specials" and briefly describes such money-saving devices as seasonal shopping, "store hopping", and couponing. The detailed discussion on nutrition covers the selection of recipes, junk food, and additives as well as the four basic food groups. The description of each food provides information on availability, storage, amount to purchase as well as nutritional content. The section on meat is especially informative and includes tables listing servings per pound, price per pound of kind and cut, and bulk buying. a,LIN

TX 356 B47 641

Available from: John Wiley & Sons Canada
Cost: $21.00 - $30.99

Bruno, Janet, and Dakan, Peggy. Cooking in the Classroom (Book). Belmont, CA: Fearon-Pitman, 1974. 61p.

A book of child-tested recipes for use in the classroom and the home. Recipes for nutritious snacks, salads, and some main course dishes are included. For each recipe, utensils and ingredients are listed and then step-by-step instructions are given in print and in quantitatively accurate illustrations. Optional "Questions for the Cook" which reinforce observation, measuring and other skills accompany each recipe. 3,4,5,6

TX 652.5 B83 371.8

Available from: Copp Clark Pitman
Cost: $0 - $5.99

Burns, Marilyn. Good for Me; All about Food in 32 Bites (Book). Boston: Little, Brown, 1978. 127p.

This look at food and what it does is filled with illustrations and humor as well as facts about peanut butter, ice cream, vitamin pills and vegetables. Among the other topics are

vegetarianism, malnutrition, obesity, healthy diets, and label reading. A student might enjoy reading Good for Me on his own as well as for school assignments. 3,4,5,6,7

TX 355 B94 641.1

Available from: Hollinger House
Cost: $6.00 - $12.99

Consumer Guide. Vitamin Book (Book). New York: Simon & Schuster, 1979. 287p.

A comprehensive survey of the research on 13 vitamins of importance to the human body. The nutritional needs of the body and how these can be met are discussed. Well-organized chapters outline the uses, sources, and required quantities of each vitamin and the use of vitamin supplements or megavitamins therapy is investigated. The book concludes with an evaluation of some of the most popular brands of vitamin pills. 11,12,a

TX 553 V83 641.18

Available from: Simon & Schuster
Cost: $0 - $5.99

Consumer Home Economics. Consumer Foods (Book). Here's Help Teaching Strategies. Redondo Beach, CA: Consumer Home Economics, 1982.

1 volume.

Materials free of sex-stereotyping are designed to be used in coeducational home economics classes in junior and senior high school. Topics covered are: comparison shopping, nutrition, menu planning and reading labels. The kit encourages student participation by providing recipes, which students try out and then evaluate, to accompany the usual exercises and assignments. tg/7,8,9,10,11,12,LSR

TX 335 C667 641

Available from: Home Economics School Service
Cost: $6.00 - $12.99

**Down, Edith, and Piessky, Sharon.** Resource Book to Accompany "What's to Eat?" (Book). Toronto: Copp Clark Pitman, 1980. varied.

The Resource Book accompanies the junior high text, What's to Eat? (TX 364 D79), reviewed elsewhere. tg/7,8,9

TX 364 D791 641

Available from: Copp Clark Pitman
Cost: n.a. CDN

**Down, Edith, and Piessky, Sharon.** What's to Eat? (Book). Family Studies Series/Introductory. Toronto: Copp Clark Pitman, 1977. 287p.

Written for junior high school students from every background, the text in this program on foods and nutrition is open-ended and emphasizes values clarification and decision-making skills. The Resource Book (listed elsewhere) expands basic, universal concepts over three levels of difficulty or learning. Five units cover making choices, the marketplace, nutrition, the science as well as the art of cookery, and food "folk ways". A glossary, career directory, bibliography and list of kitchen tools along with a look at consumerism, the family life cycle and eating habits should provide a wealth of information with which to make the best choices when answering the question "What's to eat?". Index. 7,8,9

TX 364 D79 641

Available from: Copp Clark Pitman
Cost: $13.00 - $20.99 CDN

Doyle, Rodger P., and Redding, James L. Complete Food Handbook (Book). rev. ed. New York: Grove Press, 1979. 397p.

This book gives brief information on common foods. It explains food production, nutritive and additive content, health myths versus realities and offers cooking and storage hints. It is not exceptional but could serve as a secondary reference for nutrition information. The appendices may be more interesting; they briefly describe food colours, food flavours and some allegic reactions. They also list nutrients in 100-calories portions of common foods and name the 100 most heavily advertised brands in the U.S. in 1976. The last section consists of a glossary, reference notes and a further reading list. Index. a

TX 353 D68 1979 641.1

Available from: Random House of Canada
Cost: $0 - $5.99

**Fremes, Ruth, and Sabry, Zak.** NutriScore: The Rate-Yourself Plan for Better Nutrition (Book). 2d ed. Toronto: Methuen, 1981. 262p.

Sense and nonsense in nutrition and dieting, the Canadian dietary standard of recommended daily intakes, the NutriScore plan for rating and improving eating habits, and more ... The

authors, a home economist/consumer advisor and a nutritionist/biochemist, provide sensible advice and information on what foods people should eat; the nutritional needs at every age, from fetus to old age, are explained as well. A special chapter eliminates confusion in the supermarket, shows how eating out can be nourishing, and what nutritional benefits the drug store may provide. The nutrient content of common foods is given as well as a glossary of chemicals commonly added to processed food. Index. 9,10,11,12,a

TX 355 F74 1981 641.1

Available from: Methuen
Cost: $13.00 - $20.99 CDN

Freydberg, Nicholas, and Gortner, Willis A. Food Additives Book (Book). Toronto: Bantam, 1982. 713p.

Over 6,000 food brands - nationally distributed, regional, and supermarket brands, and those in health food stores - in over 100 food product categories are evaluated for additives-of-concern to health. The additives are listed with individual brand names, with bold type indicating concern to all and light type, concern to some. A dictionary of food additives describes each in detail, discusses historical use and current research regarding safety, and provides a brief safety assessment and rating. Appendices provide other information such as substances derived from milk and flour that may contain ingredients that are regarded as additives-of-concern. Comprehensive index. a

TX 553 A3 F73 664.06

Available from: Bantam Books Canada
Cost: $6.00 - $12.99

Goldbeck, Nikki, and Goldbeck, David. Supermarket Handbook: Access to Whole Foods (Book). rev. ed. New York: New American Library, 1976. 460p.

The Supermarket Handbook is designed to guide consumers "past the nonnutritive, chemically laden nonfoods in the supermarket to the whole, healthy items that are still available". This shelf-by-shelf tour also shows consumers how to read labels, how to recognize unnecessary additives and lists the best quality brand name products. There are recipes, tips on saving money, and advice on substituting foods and ingredients. A glossary, bibliography and two indexes increase the reader's access to information on making the best choices in the supermarket and bringing home flavourful, nutritious, and wholesome food. a

TX 298 G76 640

Available from: LaLeche League International
Cost: $6.00 - $12.99

Harnish, Paul. One Earth: Two Worlds (Kit). Winnipeg: IDEA Centre, n.d.

5 packages.

Five folders - "Food and Corporate Structure", "Food and Alternatives", "Food and Population", "Food and Consumption Patterns", and "Food and Development" - contain a pot pourri of fact sheets, article reprints, quotations, readings, charts, exercises and bibliographies. Presents various issues in the food question from a Canadian and world perspective. 9,10,11,12,a

TX 364 02 338.1

Available from: IDEA Centre
Cost: n.a. CDN

Hunter, Beatrice Trum. Consumer Beware! (Book). New York: Simon and Schuster, 1971. 442p.

Published in the early 1970s, this book is still of value to consumers because the revolution in the production, processing, packaging, labeling and distribution of foods is still with us in the 1980s. The author examines how "scientific, economic and industrial forces" have made a tremendous impact on today's food supplies from the very basics - meat, produce and milk - to baby foods and candy. Problems are presented and alternatives are offered. Includes index and bibliography. a

HD 9000.9 U5 H916 1971 664

Available from: Musson
Cost: $13.00 - $20.99

Klinger, Judith L. Food Inflation Fighter's Handbook (Book). New York: Fawcett Columbine, 1980. 320p.

This attractive book is filled with money-saving suggestions on a variety of foods and meals. You'll find more than meal planning and cooking; besides offering penny-pinching tips for the usual meats, vegetables and fruits, the author includes suggestions for gardening, growing sprouts, cooking pasta and preserving foods. Along with shopping tactics, you'll find information on food budgeting, coupon use, essentials of good cooking, herbal delights, food storage and energy-saving and appliance tips. Recipes and references for further reading are

scattered throughout the text. Addresses of resources are included. Index 11,12,a

TX 335 K687 641.3

Available from: Fawcett
Cost: $0 - $5.99

Le Riche, W. Harding. Chemical Feast (Book). Toronto: Methuen, 1982. 204p.

The author's major point is that the danger of chemicals in food has been overstated. A wide variety of potentially toxic chemicals are naturally present and many food additives are synthetic versions. The same technology that has improved nutrition and the quality of life has not brought with it dramatic new dangers. Lists, tables, bibliographies and some Canadian information support these provocative findings. Index. a

TX 353 L39 363.192

Available from: Methuen
Cost: $6.00 -$12.99 CDN

Marshall, Charles W. Vitamins and Minerals: Help or Harm? (Book). Philadephia: George F. Stickley, 1983. 259p.

Written by a research chemist specializing in vitamin and mineral nutrition, this book is designed to discourage the consumer from excessive use of supplements. Marshall begins with a discussion of some common fallacies regarding vitamins, minerals, "non-vitamins" and "pseudo-vitamins", and then systematically reviews each supplement for positive and negative effects. The pros and cons of megavitamin therapy are debated, and numerous illustrations of the harmful effects of abuse are given. The book provides a knowledgeable discussion useful to the consumer wanting more factual information on the subject. Appendices are a glossary, a table of recommended dietary allowances, and a list of recommended readings. Index. 11,12,a

TX 553 M355 641.1

Available from: George F. Stickley
Cost: $13.00 - $20.99

McClenaham, Pat, and Jaqua, Ida. Cool Cooking for Kids: Recipes and Nutrition for Preschoolers (Book). Belmont, CA: Fearon-Pitman, 1976. 170p.

A guide for teaching cooking and nutrition creatively to preschoolers. The importance of teaching food and nutrition to children is emphasized and basic nutrition information, teaching methods, equipment requirements, recipes, and recipe variations, sources of enrichment materials, a nutrition bibliography, and an index are provided. This is a comprehensive treatment of the subject, presenting a wealth of food preparation and food related activity suggestions. p,k,l

TX 652.5 M13 371.8

Available from: Copp Clark Pitman
Cost: $6.00 -$12.99

Money Management Institute. Your Food Dollar (Book). rev. ed. Money Management Library. Toronto: Household Finance Corporation of Canada, 1982. 32p.

This colourful booklet is part of a series attempting to increase the reader's money management skills by providing information which will help to get the most value from money spent. A variety of topics - from children's spending to automobiles - are covered in this series. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 9,10,11,12,a

TX 356 M77 1982 641.3

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99 CDN

Nutrition...It's Not Magic (Kit). Calgary: ACCESS Alberta, 1983.

1 videocassette. colour. 12 minutes 40 seconds. 1/2 in.; teachers guide.

Through the use of the video "Why Did You Buy That?" and activities suggested in the teacher's guide, children in grades 3 to 6 "should become aware of the impact that advertising has on food buying and eating habits." The teacher's guide lists objectives, materials, activities, and additional resource materials for each grade. The video was produced by B.C. Tree Fruits and Sun Rype Products. tg/3,4,5,6

TX 335 N98 1983 641.1

Available from: ACCESS Network
Cost: Cost of tape, contact ACCESS Network CDN

**Pim, Linda R.** Additive Alert: A Guide to Food Additives for the Canadian Consumer (Book). rev. ed. Toronto: Doubleday Canada, 1981. 143p.

This guide reviews the deliberately-added processing chemicals that are listed on food labels - including colours, flavourings, preservatives and thickeners. The book describes types of additives, names additives that are suspected of being unsafe and explains Canadian food additive laws. Positive suggestions for consumer action are given, and names and addresses are included for directing complaints. A source list for information on food additives is given. The appendices are most informative and include the Canadian government position on the food colour amaranth (U.S. Red Dye No. 2) and the Canadian government position on nitrate in cured meats. Pim is also the author of Invisible Additives, a guide to environmental contaminants in food, which is reviewed elsewhere. 10,11,12,a

TX 553 P45 664.06

Available from: Doubleday Canada
Cost: $0 - $5.99 CDN

**Pim, Linda R.** Invisible Additives: Environmental Contaminants in Our Food (Book). Toronto: Doubleday Canada, 1981. 269p.

There are two basic ways in which chemicals not a natural part of food can enter the food we eat. The first, the deliberate addition of substances to improve, enhance or preserve food was discussed in the author's earlier book, Additive Alert. The Invisible Additives addresses the second way, which is by accident. The author describes some of the chemicals used in manufacturing and pest control which move through the environment into the food chain. Large-scale alternatives to chemical use are suggested as are steps that the average consumer can take. The author also weighs risks against the benefits of chemical use, provides a "catalogue" of food risks, and sketches Canadian, American and international food contaminant laws. The appendix briefly reviews issues and regulations regarding occupational exposure to pesticides. There is a glossary, a chapter sources list and a list of sources of further information including organizations and government agencies in this thoroughly researched work. Index. 11,12,a

TX 531 P55 363.1

Available from: Doubleday Canada
Cost: $6.00 -$12.99 CDN

**Powledge, Fred.** Fat of the Land (Book). New York: Simon and Schuster, 1984. 287p.

Even though food prices are rising there is no guarantee that the quality of food is getting any better; food quality may in fact be declining. This book allows the consumer to take a look at today's food system. The author discusses how food is grown, packaged, sold, and why the government should take a different approach to supervising the food system. Valuable hints to obtaining "fresher, and more wholesome foods" are provided. An index is included. a

HD 9005 P66 1984 338.4

Available from: Musson
Cost: $21.00 - $30.99

**Salsburg, Barbara, and Loveless, Cheri.** Cut Your Grocery Bills in Half: Supermarket Survival (Book). Washington, DC: Acropolis Books, 1983. 312p.

One can reduce grocery bills dramatically by learning how supermarket design, in-store psychology, ads, packaging and gimmicks entice, and by using this new knowledge to one's own advantage. Such time-honoured money-saving methods as coupons and refunds are challenged and the advantages and disadvantages of house brands and no-names are explained. Marketing trends are described and the final chapters offer planning essentials. Accompanying the text are two questionnaires concerning shopping practices. Many worksheets and tables describe everything from the impact of impulse buying on one's budget to comparing the cost of peas. Index 11,12,a

TX 356 S24 1982 641.31

Available from: Acropolis
Cost: $6.00 - $12.99

**Saskatchewan Consumer and Commercial Affairs.** Food - Of Consuming Interest (Kit). Regina: The Department, 1982.

1 volume.

Five sections - "This Business of Food", "Before You Go to the Store", "The Grocery Store Game", "Checking It Twice" and "More Ingredients" - provide a wealth of information to teachers on such topics as Canada's Food Guide, making a list, food labels, additives and salt and sugar, and fast foods. Activities, illustrations, answer keys, a glossary and a

bibliography supplement the advice to the consumer. tg/7,8,9,10,11,12,a

TX 335 S18 641

Available from: Saskatchewan Consumer and Commercial Affairs
Cost: Limited distribution, contact publisher CDN

Smith, Cathy. Food 101: A Student Guide to Quick and Easy Cooking (Book). Scarborough: McGraw-Hill, 1982. 154p.

This guide to quick and easy cooking "is designed for students since they are notoriously busy, poor, and inexperienced in the kitchen; but anyone who fits that description will find it useful." The recipes are quick and easy to prepare and usually produce 2 to 4 servings; main dishes, snacks, salads and desserts. Essential utensils for the kitchen, shopping for one, recipe utensil lists, and serving ideas are briefly described. Index. 9,10,11,12,a,LIN

TX 715 S64 641.5

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99 CDN

Winning the Grocery Game: Language and the Supermarket (Kit). Kildeer, IL: Learning Seed, 1977.

3 filmstrips, 3 cassettes, 1 book, various, teacher's guide.

Winning the Grocery Game suggests that "since you are what you eat you better know what you are eating in order to control what you become." This multimedia kit attempts to make students more aware of what they buy in the grocery store. The filmstrips discuss the store's selling techniques and pricing. A variety of activities - a supermarket survival test, a scavenger hunt and grocery investigation projects - expand on the filmstrips and encourage students to discuss the problems of shopping without reading labels. The activities also motivate students to go to the local supermarkets, read product ingredient labels, become aware of food additives and observe the type of food products that are given the most shelf space, processed "convenience" foods. The book Eater's Digest is included as a teacher reference as is the brief "Dictionary of Common Food Additives". tg/7,8,9,10,11,12

TX 335 W355 641.3

Available from: Home Economics School Service
Cost: $75.00

## C. HOUSING

Alberta Consumer and Corporate Affairs. Consumer Education and Information. Place to Live Mobile Homes (Kit). Edmonton: The Department, 1975.

80 colour slides, 1 cassette.

Presents a brief look at mobile homes giving information on what to look for when buying and the extra costs involved for things such as sites, finishing and financing. Running time is approximately 7 minutes. 11,12,a

HD 7395 M6 ALI P69 690.87

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Alth, Max, and Alth, Charlotte. Be Your Own Contractor (Book). Blue Ridge Summit, PA: TAB, 1984. 241p.

Whether one is a "do-it-yourself" builder or one's own contractor this practical guide provides useful information on general building principles and small structure construction. According to the authors the cost of a new home can be reduced by 30 percent or more by building a home or contracting its construction. The goal of the authors is to show "how to secure a good comfortable home for a minimum of expenditure of labour and money". They emphasize techniques and method. The information is provided in a logical, sequential order, starting with a description of the builder's duties, buying the land and selecting a house plan, through to finishing the exterior. Diagrams and photographs clarify concepts. A glossary and an index are included. a

TH 4815 A48 1984 690.837

Available from: John Wiley & Sons Canada
Cost: $13.00 - $20.99

Apartment Hunting (Kit). Kalamazoo, MI: Interpretive Education, 1977.

5 filmstrips, 3 cassettes.

Students who are leaving school, getting a job, and moving into an apartment for the first time are the intended audience for this presentation. They are taken step-by-step through the process of how to look for an apartment, the

paperwork involved, and the responsibilities of independent living. Terms such as security deposit, lease, and character reference are carefully explained. Each filmstrip begins with a brief review of the preceding material. The kit can be utilized for class or individual use. tg/9,10,11,12

HD 7287.6 A2 640

Available from: Kahl's Incorporated, or Library Sound Services
Cost: $31.00 - $50.00

Ardman, Harvey and Ardman, Perri. Complete Apartment Guide (Book). New York: Collier, 1982. 401p.

Whether an apartment is a rented studio or a multi-bedroom condominium, whether one is single or married with a family, this book will help people to better enjoy their homes. It's a guide to everything one should know about selecting and utilizing living space. Pre-moving and moving tips and advice on adjusting to the surroundings range from how to size up a neighbourhood and what to watch for in a lease to burglar-proofing and decorating. In between there are a wealth of lists. Although the photographs illustrate what seems to be 1950's decorator ideas, this book has lots of practical information that anyone about to begin life in an apartment will find invaluable. Index. 11,12,a

TX 303 A726 1982 643.2

Available from: Collier Macmillan Canada
Cost: $13.00 - $20.99

Becker, Norman. Complete Book of Home Inspection (Book). New York: McGraw-Hill, 1980. 172p.

The author has written a comprehensive instruction manual covering all aspects of exterior, interior, and electromechanical inspection for houses. Readers can learn how to inspect a home thoroughly by following the step-by-step procedures which are also used by professional home inspectors. The text is fully illustrated with photographs and drawings. Checklists at the end of each chapter provide a summary for that topic. 11,12,a

TH 4817.5 B43 643

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Brandwein, Nancy; MacNeice, Jill; and Spiers, Peter. Group House Handbook (Book). Washington, DC: Acropolis, 1982. 254p.

The authors state that this handbook contains everything one needs to enjoy the affordable housing alternative and that one doesn't "have to eat granola or be a college student to live in a group house: lawyers and librarians, artists and teachers, carpenters and computer programmers, seniors and toddlers are sidestepping traditional arrangements to set up housekeeping with others". Topics range from finding a house and housemates and organizing financial responsibilities to keeping things running smoothly. A short bibliography and an index are included. a

HQ 971 B72 1982 640

Available from: Holt, Rinehart and Winston of Canada
Cost: $6.00 - $12.99

Brown, Bruce. Complete Roommate Handbook (Book). Garden City, NY: Dolphin, 1984. 178p.

In this handy guide the author provides a "roommate quiz" to help determine one's most desired living arrangement, and makes suggestions on finding a roommate, how to live together successfully, and how to part peacefully. The remaining chapters discuss such living arrangements as platonic roommate couples, single parent roommates, and senior roommates. Bibliography. 11,12,a

HQ 975.5 B76 646.7

Available from: Doubleday Canada
Cost: $0 - $5.99

Buying a House (Videocassette). Money Smart. Calgary: ACCESS Network, 1986.

1 videocassette. colour. 24 minutes. 1/2 in.

Do you know the secrets of financial success? The thirteen programs in the Money Smart series provide sound advice for all aspects of personal finance: from setting goals and budgeting to buying, insuring, investing and making a will. Each program is introduced by Chris Wiggins while numerous individuals offer advice garnered from personal experience. Key points are illustrated with examples and explanations. The major points are emphasized at the conclusion of each program. The individual program titles are: Buying a House, Designing Your Financial Plan, Effective Buying, Insuring Your Life, Investing in Stocks, Planning for Financial Success, Planning for Retirement, Principles of Investment, Property and Liability Insurance, Putting Your Financial Plan into Action, Renting Your Money for

Profit, Using Credit Wisely, and Your Will and Estate. a

TH 4817.5 B987 1986 643.12

Available from: ACCESS Network
Cost: Contact publisher CDN

Carson, Alan, and Dunlop, Robert. Inspecting a House: A Guide for Buyers, Owners and Renovators (Book). Toronto: General Publishing, 1982. 268p.

The authors guide the prospective buyer step-by-step through the house and through the evaluation of its physical condition. The first section describes in detail such areas as its exterior, its structure, the heating system and electrical wiring. Each chapter provides a checklist for noting strengths and weaknesses. The shorter section on renovation explains the function of architects and contractors and describes such essentials as planning, budgeting, and contracting. Samples of contracts and costs breakdown supplement this section. Glossary and index. a

TH 4817.5 C37 643

Available from: General
Cost: $6.00 - $12.99 CDN

Coltman, Michael M. Resort Condos and Timesharing: Buyer Beware! (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1981. 119p.

The concepts involved in sharing the ownership of property are clearly explained and consumers are alerted to potential problems in timesharing contracts. Sample contracts demonstrate the problems to be aware of before signing any agreement to purchase. A list of timeshare resorts in North America is given in the Appendix. a

K 740 C64 346.04

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

Farkas, Edward J. Sell Your Home!! A Handbook (Book). Willowdale, ON: n.p., 1985. 20p.

Selling your house? This informal guide is designed to help individuals decide whether or not to use a realtor when selling a home. The author describes the process of selling through a realtor, multiple listing services, commissions, points to consider when selling privately, and how to conduct a private sales campaign. Through the brief handbook the author refers to more comprehensive resources readers can turn to. a

HD 1379 F228 1985 346.043

Available from: Edward J. Farkas
Cost: $0 - $5.99

Fenwick, Daman C. Mobile Home Living: The Money Saving Guide (Book). Blue Ridge Summit, PA: TAB Books, 1981. 224p.

The author shows how to purchase a mobile home - whether new or used - select a lot, landscape, and save on heating, cooling and repairs. a

TX 1105 F46 643.2

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99

Finding a Place to Live (Kit). New York: Maclean-Hunter Learning Resources, 1981.

1 filmstrip, 1 cassette, teacher's guide.

Finding a Place to Live is designed to point out the various choices possible and the considerations necessary in the selection of a home. Alternatives in housing, the determining factors in one's choices of housing such as people's desires, needs, and lifestyles, and the importance of seeking expert advice before making housing choices are illustrated in the filmstrip. The instructor's guide provides suggestions for opening and closing the program, a glossary, discussion questions and activity sheets which can be reproduced. A filmstrip script, activity sheet answers, and a list of resource materials complete the guide. tg/11,12,a

TX 957 F492 640

Available from: Library Sound Services
Cost: $31.00 - $50.00

Getting a Place of Your Own (Kit). Peoria, IL: Bennett, 1982.

4 filmstrips, 4 cassettes, 4 teacher's guides.

This kit is designed to help students clarify their housing needs and to help them recognize that trade-offs must be made between their ideal and what is available. The programme discusses various types of housing, the needs and wants that affect housing choices, renting versus buying, and roommates. The teacher's guides suggest activities and discussion

questions to be used prior to and following showing the filmstrips. The kit's filmstrip titles are: "A Place to Suit Your Needs", "A Home That Says You", "Applying Design Principles to Living Space", and "Getting the Most Housing for Your Dollar". tg/10,11,12

HD 7287.6 G335 1982 640

Available from: Home Economics School Service
Cost: $200.00

Hayden, Dolores. Redesigning the American Dream: The Future of Housing, Work, and Family Life (Book). New York: W.W. Norton, 1984. 270p.

The author points out that current housing trends do not reflect today's lifestyles of working women, two-income households, single parents and the elderly. The book begins by looking at the evolution of American housing from colonial times to the present. The author identifies the needs and desires that are associated with owning a home, and includes three different models on how to organize housing. The final section of the book deals with finding better solutions in urban planning and home designing. Pictures and drawings are used to illustrate various concepts and ideas. A selected bibiography and an index are also included. a

HD 7293 H39 1984 363.50973

Available from: Stoddard
Cost: $21.00 - $30.99

Homeowner's Handbook (Book). Ottawa: Consumers' Association of Canada, 1984. 213p.

The Homeowner's Handbook addresses the practical questions about financing, building, heating and maintaining a home. Home energy accessories and safety are also covered. The appendices provide a list for further information, an inspection check list and common questions and answers. a

TH 4817.5 H552 1984 643

Available from: Consumers' Association of Canada
Cost $6.00 - $12.99 CDN

Homes We Live in (Kit). Chicago: Society for Visual Education, 1972.

6 filmstrips, 6 cassettes, scripts.

Through discussion about both houses and apartments, young students are given an opportunity to think about their own reactions if a family move comes about. Also, information on the construction of buildings and of a community is valuable in showing construction processes from beginning to end. Difficult terms are defined and visualized to emphasize their meaning. 1,2,3,4

HD 7287 H75 301.36

Available from: Moyer Vico
Cost: $75.00

Househunt, a Simulation Game (Kit). St. Paul, MN: EMC Corporation, 1982.

Forms, game cards, teacher's guide.

The game's educational objectives are to "introduce significant factors that commonly influence selection of housing and to introduce the decision-making process involved in the selection." The House-hunter's objective is to obtain housing that meets his needs at an affordable price. The Real Estate Broker must earn commissions by selling or renting property while the Banker must make wise loans to the Househunter. The game is quite involved and requires some time to play. tg/10,11,12

HD 7287.6 H79 643

Available from: Changing Times Education Services
Cost: $13.00 - $20.99

Hughes, Alan. Home of Your Own for the Least Cash: The Home Buyer's Guide for Today (Book). Washington, DC: Acropolis Books, 1982. 304p.

This American home buyer's guide describes what to buy - from traditional homes and prefabs to co-operatives, earth homes and geodesic domes - how to buy it and how to pay for it. Glossaries of house construction, real estate and mortgage financing terminology and an index complete the text. a

HD 1379 H84 643.12

Available from: Acropolis
Cost: $0 - $5.99

Irwin, Robert. Mingles: A Home-Buying Guide for Unmarried Couples (Book). New York: McGraw-Hill, 1984. 135p.

This guide is designed to show how "two unrelated people (whether single, widowed or divorced) can find and purchase a house

together, that neither could afford to buy individually." The author discusses how to gather resources to raise a down payment and find financing. What to consider when choosing a partner and what to include in an agreement with a partner is explained. The material is presented in an easy-to-understand fashion. Two case studies, model contracts, and an index supplement the text. a

HD 1379 I654 1984 643.12

Available from: McGraw-Hill Ryerson
Cost: $21.00 - $30.99

Irwin, Robert. Timeshare Properties: What Every Buyer Must Know (Book). New York: McGraw-Hill, 1983. 203p.

Do the many advantages to purchasing shares of time in a property outweigh the numerous risks? The author looks at the pros and cons of timesharing and examines every other aspect of the subject. He shows the prospective buyer how to determine whether a timeshare is suitable to one's vacation preferences and financial situation. He describes the American situation, but even such chapters as "Protect Yourself When Buying a Timeshare" can be generally applied to the Canadian one. The book includes a buyer checklist of areas to watch for and consumer concerns that one should be aware of. The introduction describes "The Sales Pitch"; the conclusion is filled with tables illustrating consumer satisfaction with timeshare purchases. Index. a

HD 7287.65 I78 1983 333.3234

Available from: McGraw-Hill Ryerson
Cost: $21.00 - $30.99

Kiev, Phyllis Eve. Woman's Guide to Buying Houses, Co-ops and Condominiums (Book). New York: Ballantine Books, 1981. 321p.

This book examines every aspect of house buying. Chapters cover housing evaluation, how to get a good deal, mortgages and other types of financing. Information is also provided on how to find and buy inexpensive properties for investment and speculation. There are glossaries of credit and real estate terms and styling and construction terms. Appendices include a house evaluation worksheet and rental property checklist. Even though some American real estate, housing and credit laws are not applicable here, this is a useful guidebook on housing. a

HD 1379 K549 643.12

Available from: Random House of Canada
Cost: $6.00 - $12.99

King, Elaine. Housing: Decision-Making; Transparencies and Masters (Kit). St. Louis: Milliken, 1980.

1 volume.

The information and activities are designed to acquaint students with the considerations to be made when choosing a house. Concepts presented are financial/legal aspects, construction, insulation, and heating, cooling, electrical, and plumbing systems. A detailed checklist suggests areas to look at in a house. Review is provided by a crossword puzzle. This material would supplement any program about housing. tg/9,10,11,12

HD 7287 K58 643

Available from: Education Supplies
Cost: $6.00 - $12.99

Lee, Steven James. Buyer's Handbook for Co-operatives and Condominiums (Book). 2d ed. New York: Van Nostrand, 1982. 337p.

This guide tells the layman how to use brokers, compare lenders, read legal documents, inspect the property, and negotiate the purchase. Sample documents, worksheets, a glossary, and other special information complete the handbook. Five worksheets help the reader answer questions regarding renting versus buying, calculating monthly costs and settlement costs, inspection, and the consumers' housing desires and needs. Although caution is needed when using sample American documents they provide illustrative material supporting the decision-making and buying process. a

HD 7287.65 L43 643.2

Available from: Van Nostrand Reinhold
Cost: $21.00 - $30.99

Lewis, Yolanta. Buying and Selling a Home (Book). 4th ed. Toronto: Community Legal Education Ontario, 1979. 45p.

The objective of this booklet is to provide a general outline of the legal and financial aspects of buying and selling a home. This includes discussions on the parties involved in a real estate transaction, mortgages, and ongoing expenses. One chapter is devoted to an explanation of condominiums and their special ownership problems. In addition, there are brief notes on legislation that may affect the home purchaser. Some specific details are relevant to Ontario residents only, but the

general principles are applicable to all Canadians. a

HD 7287 L4 346.043

Available from: Community Legal Education Ontario
Cost: $0 - $5.99 CDN

Ludy, Andrew. Condominium Ownership; A Buyer's Guide (Book). Landing, NJ: Landing Press, 1982. 128p.

A short but practical guide to the pros and cons of condominium and cooperative home ownership, this one is also an introduction to them as viable alternatives to the single family home. Financing and legal documents are covered as well as timesharing and home rules for a condo. Glossary and index. a

HD 7287 L9 643.2

Available from: Landing
Cost: $6.00 - $12.99

McNeill, Joseph G. Homeowner's Guide to Buying, Evaluating and Maintaining Your Home (Book). New York: Van Nostrand, 1979. 324p.

This guide provides an overview on buying a house plus a checklist for locating and inspecting the house. How to evaluate and maintain the home's systems are given detailed consideration. All chapters present technical details, problems, inspection routines, and a summary of maintenance suggestions. a

TH 4817.5 M25 643

Available from: Van Nostrand Reinhold
Cost: $13.00 - $20.99

McNeill, Patricia. Landlording in Canada: A Practical Business and Legal Guide (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1985. 123p.

This well-written manual discusses many concerns of landlords. Should one provide furniture, drapes, carpets, or appliances? Is it legal to restrict rental to adults only? How much rent should one charge? How can one select good tenants? How much insurance is necessary? What maintenance and repairs should be expected? What will maintenance cost? What are the landlord and tenant regulations? What kind of lease agreement should one use? What kind of financial records are necessary? All this and much more is discussed. Appendicies list landlord/tenant agencies across Canada, provincial legislation, and include blank forms that can be photocopied. a

KE 690 Z82 M396 1985 346.710434

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

Meeks, Carol B. Mobile Homes: What You Need to Know Before You Buy (Book). New York State ed. New York: Cooperative Extension Services, n.d. 36p.

This pamphlet briefly describes all aspects of mobile homes from budgeting housing costs to selecting a site. The information presented in the appendices and tables apply to the American situation but the three worksheets should prove interesting to Canadians, as they provide a method of determining how much one can afford to spend each month on housing, compare mobile home financing institutions, and assess the quality of individual mobile homes. a

HD 7395 M6 690

Available from: Cornell University, Distribution Centre C
Cost: $0 - $5.99

Miller, Peter G. Common Sense Mortgage (Book). rev. ed. New York: Harper & Row, 1986. 266p.

The introduction states that this book "stresses the idea that with so many loan choices now available, borrowers can customize home financing to meet individual needs and save money." The book begins with a description of the lending system and goes on to cover picking the right mortgage, alternative mortgages, loans to avoid and restructuring loans. An entire chapter is devoted to answering readers' questions. This book contains American legal information which does not apply in Canada. Index. a

HG 2040 M54 1986 332.722

Available from: Fitzhenry & Whiteside
Cost: $13.00 - $20.99

Mortgage Wise, a Guide for Home Buyers (Book). Toronto: Canadian Bankers' Association, 1984. 46p.

This booklet offers guidelines for choosing the home and the mortgage best suited to one's circumstances and needs. This brief guide includes a glossary and a list of the Chartered Banks of Canada. a

HG 2059 M77 643

Available from: Canadian Bankers' Association
Cost: Free CDN

**Oddy, Russell.** For Sale by Owner (Book). rev. ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1984. 89p.

The purpose of this book is to explain in simple lay terms what and what not to do in order to succeed in selling your own home. Readers are taken step-by-step through the preparations for sale, advertising, types of agreements to make, and how to close the sale. One chapter discusses selling a condominium. Sample contracts and a mortgage repayment schedule are included. a

HD 1379 O32 346.043

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

**Pocock, David E.** Complete Guide to Being Your Own Home Contractor (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1984. 251p.

Instructions are given for every phase of managing house construction from the planning stage to the last finishing touches. Included are financing, planning, managing, scheduling, supervision and subcontracting. A variety of schedules, 21 worksheets and 13 checklists help the reader develop the skills needed to successfully build a home. Sample contracts for a variety of subtrades are included as are metric converion tables and materials lists. a

TH 4815.5 P62 1984 690.837

Available from: International Self-Counsel Press
Cost: $13.00 - $20.99 CDN

**Silverstein, Alan.** Alan Silverstein's Home Buying Strategies for Resale Homes (Book). Toronto: Stoddart, 1986. 241p.

This comprehensive guide describes an '80s approach to home buying. The concept - HOBS or Home Buying Strategies - tailors the home purchase to fit the needs and the budget of the buyer. Determining maximum price range, the type of mortgage, the real estate agent, the lawyer, the building inspector, the hidden costs, and more before the Offer to Purchase is made constitutes the HOBS approach to home buying. Tips on these things and more are contained in the book. Table of contents and an appendix complete the book. a

HD 1379 S54 1986 643.120971

Available from: Stoddart
Cost: $13.00 - $20.99 CDN

**Steacy, Richard.** Canadian Real Estate (Book). 6th ed. Don Mills: Musson Book, 1984. 279p.

A wealth of information for buyers, sellers, professionals and consumers is organized into 78 short chapters. Included are discussions on mortgages, leasing, lawyer's services, and advice on buying a hotel, cottage or farm. The book contains real property and building definitions as well as names of organizations to which unsatisfied consumers can relay their complaints. a

HD 316 S73 1981 333.330971

Available from: Stoddart
Cost: $13.00 - $20.99 CDN

**Steacy, Richard.** Practical Canadian Mortgage Guide (Book). rev. ed. Toronto: Stoddart, 1986. 164p.

Mortgages are the means by which most Canadians acquire their own homes. They are however, complicated legal contracts that come in many different styles. Steacy has written a book that clearly explains the permutations and intricacies of mortgages. Topics covered include: The National Housing Act, mortgage registration, interest and compound interest, mortgage repayment schedules, mortgage acceleration, postponement clauses, foreclosure, CMHC and NHA loans and much more. Included in the book are a detailed table of contents, a glossary of real property definitions, and several tables of interest rates and payments. a

HG 2040.5 C2 S73 332.720971

Available from: Stoddart
Cost: $6.00 - $12.99 CDN

**Stewart, George C.** Real Estate Buying/Selling Guide for Alberta (Book). 3d ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1981. 164p.

The practical problems involved in real estate transactions are emphasized. Discussion is included on topics such as contracts, encumbrances, government loans and grants, sale and purchase of all types of housing (including condominiums), and a typical property

transaction. Sample forms for a residential real estate deal have been used as examples of legal forms. 11,12,a

HD 1379 ST4 346.04

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

Tondorf-Dick, Gary, and Tondorf-Dick, Mary. How to Be a Landlord (Book). Garden City: Doubleday, 1985. 228p.

This is a serious look at the business of landlording. It includes advice and information about finding the ideal tenant, establishing and enforcing house rules, collecting rent, dealing with hassles, terminating tenancies, and making repairs and improvements. A detailed index and table of contents complete the book. Canadians will find much useful information from this American book. a

HD 1394 T66 1985 333.54068

Available from: Doubleday Canada
Cost: $6.00 - $12.99

Tone, Teona, and Sclar, Deanna. Housemates: A Practical Guide to Living with other People (Book). New York: Fawcett Columbine, 1985. 225p.

Housemating can be a creative alternative to the loneliness and expense of living alone but there are many issues and potential problems to consider before the move-in. This entertaining book tells what to consider, how to set up group housekeeping, and how to solve problems before they arise. Issues such as privacy, sharing chores and paying bills, and situations like blended single-parent families, chocolate chip cookie theft, and overnight guests are discussed. The annotated table of contents assists the reader in choosing sections to consult. a

HQ 971 T77 1985 646.7

Available from: Ballantine Books of Canada
Cost: $6.00 - $12.99

Watkins, A. M. How to Avoid the 10 Biggest Home-Buying Traps (Book). rev. ed. Piermont, NY: Building Institute, 1984. 180p.

Watkins shows the reader how to detect possible defects in a house, judge the quality of a house and how to "buy a reasonably good house at a good price." He introduces a few basic facts about house design and construction and points out ten common traps that potential buyers should avoid. They range from the no-design house, the marginal house and the gimmick house to unforeseen expenses and the high-priced house. A house-buying checklist is included. Index. a

HD 1341 W322 1984 643

Available from: A.M. Watkins
Cost: $13.99 - $20.00

Wheeler, Bern. 64 Page Book for Buying Your Car and Home Cheaper! (Book). Toronto: Methuen, 1985. 58p.

Although this book is geared toward purchasing a home or car, under the author's system, the "Single Price Solution", the information provided here is an asset to any purchaser. The solution is based on the salesperson's desire to sell a given product, not the purchaser's desire to buy. This system calls for the purchaser to be prepared by having his or her selection made and finances planned well ahead of the time for price "negotiation". a

TL 162 W48 1985 629.2222

Available from: Methuen
Cost: $0 - $5.99 CDN

Williamson, Cynthia. For Sale by Owner Guide (Book). Santa Monica, CA: Delphi, 1980. 103p.

Promising to show the seller "how to save thousands of dollars in commissions," the author gives instructions for selling property in a tight money market and outlines the pitfalls of selling property. Contents include information on financing, pricing to sell, tax effects, marketing, the qualifying process, and writing the purchase agreement. Checklists, charts and sample forms provide the reader with a lot of material with which to handle his or her own real estate transactions. The author is a licensed real estate associate in the United States and the American material should be used with caution. Glossary and index. a

HD 1379 W34 346.043

Available from: Beaverbooks
Cost: $6.00 - $12.99

Woodworth, John. Remodelling Game (Book). rev. ed. Vancouver: Douglas & McIntyre, 1981. 169p.

The cover summarizes the book's contents: "an architect shows you how to plan, estimate, finance, contract, supervise, and enjoy the remodelling of your house!" Numerous examples of revised floor plans and sketches illustrate important points. The appendices contain check lists, standard plan symbols, standard building material sizes, and a glossary. Indexed. a

TH 4816 W65 1981 643.7

Available from: Douglas & McIntyre
Cost: $6.00 - $12.99 CDN

## D. AUTOMOBILES

Alland, Guy, and Hemingway, Patricia Drake. Auto Repair Primer (Book). Boston: Little, Brown, 1978. 196p.

A chatty manual on do-it-yourself auto repair first explains, aided by diagrams, the systems which make up the automobile, then discusses maintenance. Several how-to recipes for such tasks as changing engine oil and checking brake fluid are given. A trouble-shooting chart lists condition, possible causes, how to check, and remedy. Index. 10,11,12,a

TL 152 A274 629.288

Available from: Little, Brown & Co. (Canada)
Cost: $6.00 - $12.99

**Appel, Robert.** Used Car Believer's System (Book). rev. ed. Toronto: Doubleday Canada, 1982. 325p.

The publisher states that within these covers is "a total strategy for finding, maintaining, and reselling a used car that you can afford, drive safely and believe in." Checking it out, maintaining it, driving it, selling it and repairing it are covered. Consumer guides and other evaluations of used cars are rejected in favor of the author's guidelines. This opiniated guide is amusing, often sarcastic, and easy-to read. Sensible, introductory check lists and instructions regarding used car ownership are included. Four appendices and an index are also included. 11,12,a

TL 162 A66 1982 629.2222

Available from: Doubleday Canada
Cost: $6.00 - $12.99 CDN

Chilton's Guide to Consumers' Auto Repairs and Prices: How to Save Money on Auto Repairs and Accessories (Book). Radnor, PA: Chilton, 1980. 296p.

Comprehensive information and advice is provided on all the aspects involved in repairing a car. The "Chilton Time" guide to time estimates for common repairs has been included plus estimated prices for parts most often needed. There are also chapters on buying a new or used car and financing considerations. This is an American book so prices must be adjusted accordingly. 11,12,a

TL 152 C434 629.288

Available from: Nelson Canada
Cost: $6.00 - $12.99

**Complete Car Care Manual** (Book). Montreal: Reader's Digest Association (Canada), 1981. 480p.

Aided by many tables and detailed, coloured diagrams, the text is designed to instruct the consumer in the automobile repair and maintenance tasks he may feel qualified to perform. The manual covers the most typical car and includes a chapter describing the major components of popular American and foreign cars. There are brief chapters on buying a new or used car, buying insurance, choosing a mechanic and repair facility, explaining problems to a mechanic, and on complaining effectively. An English-French driving glossary supplements the technical one and includes a note on traffic signs. Index. 10,11,12,a

TL 152 C65 629.28

Available from: Reader's Digest Association (Canada)
Cost: $21.00 - $30.99 CDN

Cunningham, Chet. 222 Ways to Save Gas and Get the Best Possible Mileage (Book). Englewood Cliffs, NJ: Prentice-Hall,1981. varied.

Another miles-per-gallon efficiency how-to book, 222 Ways is essentially a list of suggestions. The 222 tips are gathered together into six topics: driving, buying a car, tire tips, gadgets, service and maintenance, and "other little hints". Very basic drawings are helpful but they are few. The book's straight-forward style and the practicality of the tips suggest it as supplemental material for a variety of car and/or energy presentations. 11,12,a

TL 151.6 C86 629.2

Available from: Prentice-Hall Canada
Cost: $0 - $5.99

Darack, Arthur. Used Cars: How to Avoid Highway Robbery (Book). Englewood Cliffs, NJ: Prentice-Hall, 1983. 240p.

The information on makes, models, gas mileage, mechanical systems, and prices will help shoppers find real bargains in used cars. The book includes information on imports and front-wheel-drive cars and compares the mechanical systems of car models. An index is provided. a

TL 162 D37 1983 629.2222

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99

Edmonston, Phil. Lemon-Aid: New Car Guide (Book). latest ed. Toronto: Stoddart, annual.

Edmonston provides much valuable information - including their strong and weak points - about specific makes and models of cars, 4x4s, trucks and minivans. A variety of imported cars are rated including the more unique Hyundai, Innocenti, Skoda and Yugo. New cars and their dealers, legal considerations, effective complaining and unfair dealer practices are dealt with. 11,12,a

TL 162 E45 629.2222

Available from: Stoddart
Cost: $6.00 -$12.99 CDN

Edmonston, Phil. Lemon-Aid: Used Car Guide (Book). latest ed. Toronto: Stoddart, annual.

Edmonston rates and describes the good and bad points of a variety of used cars: North American models, and imports from Europe, Japan, Eastern Europe and South Korea. Some makes and models are also rated for pickup trucks, minivans, vans and four wheel drive automobiles. Choosing a used car, legal rights and investing in old cars are also dealt with. An appendix lists safety defects and recalls. 11,12,a

TL 162 E46 629.2222

Available from: Stoddart
Cost: $6.00 - $12.99 CDN

Fendell, Bob. How to Make Your Car Last a Lifetime (Book). New York: Holt, Rinehart, 1981. 189p.

This book offers suggestions on how to achieve better car mileage and durability. The repair and upkeep of various aspects of the interior and exterior are discussed, with tires, steering, and auto sound being specifically covered. There is a simple guide with illustrations on how your car works. Tables show on calculated scales how much is paid for gas and financing over time. 10,11,12,a

TL 152 F38 629.28

Available from: Holt, Rinehart and Winston of Canada
Cost: $6.00 - $12.99

Getting a Better Buy in a Used Car (Film). Glendale, CA: AIMS Instructional Media, 1977.

16mm. colour. 18 minutes.

The experiences of two teenage boys in purchasing their first used cars are realistically portrayed. One of the boys knows how to evaluate an automobile. He thoroughly examines and test drives his car. The other boy however, is more concerned with owning a flashy, high-performance car, and allows an unscrupulous dealer to sell him an unreliable car in need of repairs. He eventually returns it to the dealer at a loss. The film graphically illustrates in point-by-point style, the value of wise automobile purchasing. Lively presentation, realistic role playing, currency, and relevancy make the film a valuable teaching tool for youthful audiences. 10,11,12,a

CAF 145

Available from: Canadian Learning
Cost: Contact publisher

Michailiuk, George How to Make Your Vehicle Last Longer (Book). Hamilton: Zenovia House, 1985. 56p.

Grooming, rustproofing and maintaining a car, practicing good driving habits and even driving it less will help extend the life of one's vehicle. Fifty six short pages show how. a

TL 152 M53 629.287

Available from: Zenovia
Cost: $13.00- $20.99 CDN

Money Management Institute. Wheels, Deals, and You (Kit). Chicago: Money Management Institute, 1978.

1 filmstrip, 1 cassette, spirit master.

This kit introduces young people to the basic steps involved in buying and owning a car. Transportation choices and costs, types of cars, shopping for new and used cars, financing a car, buying insurance, and managing operating costs are discussed. Cartoon drawings illustrate dialogue between a car expert and young people interested in owning cars. The teacher's guide outlines objectives, concepts, and additional activities. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Managment Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar.
tg/9,10,11,12

TL 162 W56 629.2222

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99

Page, Gordon T. Deals on Wheels: How to Buy, Care for & Sell a Car (Book). Brookfield, WI: Page, 1983. 304p.

An insider in the retail auto business for 26 years explains "car buying, selling and maintenance tips and secrets." The author describes the merchandising techniques of the auto industry. He provides readers with assistance in determining what car they want, how to research a car and use the gathered information. Other topics include car care, and financing, buying and leasing used cars. a

TL 162 P142 1983 629.2222

Available from: Page
Cost: $6.00 - $12.99

Ross, James R. How to Buy a Car: A Former Car Salesman Tells All (Book). New York: St. Martin's Press, 1980. 145p.

This book was written to take the consumer inside dealership thinking in order to make the best choice of car and dealer. Other chapters cover when to shop, trading or selling, buying used cars, and financing. Discussions about handling salesman and negotiations provide useful information for the would-be car buyer. 10,11,12,a

TL 162 R67 629.2222

Available from: Nelson Canada
Cost: $6.00 - $12.99

Ross, James R. How to Get 50,000 More Miles Out of Your Car (Book). New York: St. Martin's Press, 1982. 255p.

Miracle products, Scotchguard, idiot lights, and blackgold. Warranties, mechanics, and "free" safety checks. All this and more to help you handle lemons or give Tender Loving Care to faithful ole Bessy. Although oriented towards the consumer, various lists, charts, and topic discussions make this book useful as supplemental material to a variety of workshop topics. Lists indicating level of expertise needed for particular work, yearly checklists, cost comparisons of proper maintenance versus major repairs and the coverage of such points as the prevention of the spread of rust, driving to add life to the car, and safety recalls provide the reader with a wealth of information. Index. a

TL 152 R658 629.28

Available from: Van Nostrand Reinhold
Cost: $6.00 - $12.99

Sharp, Don. New Woman Driver (Book). Boston: Houghton Mifflin, 1984. 415p.

An aid to any woman who owns or wants to own a car, this book describes "all a woman needs to know about cars to buy one, drive it, and have it maintained." The easy reading style, pictures, glossary and index make this book valuable. a

TL 162 S5 1984 629.2222

Available from: Houghton Mifflin Canada
Cost: $13.00 - $20.99

Sikorsky, Robert. Break It in Right! How to Make Your New Car Last (Book). New York: Avon, 1984. 108p.

An automotive consultant shows how to break-in a new car or rebuilt engine to avoid mistakes during the initial rapid-wear period. Readers are told "how long it should take to break in a new car, how many miles marks the break-in, and what varying speeds should be observed during the break-in period." Mechanical, electrical and engineering aspects are also covered. a

TL I52 S34 1984 629.28

Available from: Avon Books of Canada
Cost: $0 - $5.99

Sikorsky, Robert. Drive It Forever; Your Key to Long Automobile Life (Book). New York: McGraw-Hill, 1983. 167p.

From driving and parking techniques to oils, options and add-ons, this book offers hundreds of tips on preserving and protecting your car. Index. 10,11,12,a

TL 152 S523 1983 629.28

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

St. James, Lyn. Lyn St. James's Car Owner's Manual for Women (Book). New York: Penguin Books, 1984. 159p.

A manual for women written by a woman. The author assumes most women are leary of cars because they do not know how cars operate and provides an easy-to-read manual with explanatory diagrams. The topics discussed are: how cars work, how to keep a car in shape, deal with a mechanic, buy or sell a car, drive like a pro, and what to do about trouble on the road. Trouble-shooting advice is included. A glossary, an index and a maintenance checklist are also included. 11,12,a

TL I52 S82 1984 629.28

Available from: Penguin Books Canada
Cost: $6.00 - $12.99

Sutton, Remar. Don't Get Taken Every Time: The Insider's Guide to Buying Your Next Car (Book). New York: Viking Press, 1982. 381p.

The author and his "hero", ace car salesman Killer Monsoon, the King of Con, give the reader an insider's look at the retail car business as well as practical information on purchasing a car. Killer's adventures lead the reader through the buying process and imaginatively illustrate the pitfalls the consumer should avoid. The glossary, appendices and, more importantly, the author's comments interpersed throughout the story line, give the buyer practical step-by-step information he needs. Interesting as supplemental reading. a

TL 162 S96 629.2222

Available from: Penguin
Cost: $13.00 - $20.99

Tommy's First Car (Film). Studio City, CA: Filmfair Communications, 1972.

16mm. colour. 11 minutes.

Rambling background music, flashes of a car junk pile, and other scenes introduce this film about cars. Statistics about car buying highlight these flashes and catch one's interest. U.S. statistics and scenes are also relevant to the Canadian viewer. Tommy, a teenager about to buy his first car, learns to evaluate a car's condition. A mechanic also checks the car for immediate repairs and probable life. Tommy and the viewer, armed with the facts, costs, and understanding, are ready to make intelligent decisions about used car buying. A brief study guide is included. 10,11,12,a

CAF 111

Available from: Marlin
Cost: Contact publisher

Used Car Book (Book). New York: Fawcett Columbine, 1985. 330p.

The editors of Consumer Automotive Press offer solid information and sound advice on how to choose the "right" car, buy a good used car through the want ads, negotiate with a used car salesman, evaluate a car using a 15-point checklist, and sell a used car. This illustrated guide includes a glossary and an index. a

TL 154 U92 1985 629.2222

Available from: Random House of Canada
Cost: $6.00 - $12.99

Used Car Dealers - See How They Operate (Kit). Washington, DC: Changing Times, 1972.

Transparencies, student booklets.

This one lesson kit presents factual information on the intricacies of buying a used car - types of used cars, lots, and dealers. Review questions and suggested activities stress reading and discussion skills as well as consumer skills. 10,11,12

HD 9710 US2 629.2222

Available from: Marvin Melnyk
Cost: $13.00 - $20.99

Wheeler, Bern. 64 Page Book for Buying Your Car and Home Cheaper! (Book). Toronto: Methuen, 1985. 58p.

Although this book is geared toward purchasing a home or car, under the author's system, the "Single Price Solution", the information provided here is an asset to any purchaser. The solution is based on the salesperson's desire to sell a given product, not the purchaser's desire to buy. This system calls for the purchaser to be prepared by having his or her selection made and finances planned well ahead of the time for price "negotiation". a

TL 162 W48 1985 629.2222

Available from: Methuen
Cost: $0 - $5.99 CDN

## B. PROFESSIONAL SERVICES

Knott, Leonard. Before You Die: A Thoughtful and Practical Guide to Planning for Death (Book). Toronto: Personal Library, 1982. 128p.

Many of the subjects that must form a part of any practical "plan for dying" are discussed; among them are survivors' instructions, funerals, anatomical donations, and wills and estates. This easy to read book covers a lot of material; issues such as euthanasia, living wills, cryonics and hospice care are discussed as are the more "everyday" aspects of death and dying such as gravestones, memorials, obituaries and donations. An appendix of special forms for personal records, living wills, anatomical donations, and a bibliography provide more information. a

GT 3150 K66 393

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99 CDN

McClintock, Mike. Getting Your Money's Worth from Home and Real Estate Professionals (Book). New York: Harmony Book, 1983. 164p.

Find out about the qualifications, standards of practice, and other specifics for such professionals as appraisers, tax assessors, real estate agents, interior designers and decorators, architects, movers, surveyors, inspectors, bankers, and more ... Section one covers the fundamentals applicable to choosing professionals: shopping for services, checking qualifications, interviews, evaluating estimates, and solving grievances. The second section specifically describes each profession in relation to services, qualifications, standards, quality of work, and disputes. Professional associations, resources and (U.S.) regulations are included, as is an appendix of Consumer Information Sources. Advice is practical and applicable to any Canadian who wants to "get the job done right the first time around." a

HD 1382 M36 333.338

Available from: General
Cost: $6.00 - $12.99

Morgan, Ernest. Manual of Death Education and Simple Burial (Book). 9th ed. Burnsville, NC: Celo Press, 1980. 64p.

Although this pamphlet can only provide brief information, its scope is comprehensive. The author very briefly describes some of the emotional and philosophical problems relating to death, explains how to obtain simplicity and dignity in funeral arrangements and describes "how the dead can help the living" through body, organ and tissue donation. It offers advice on many controversial or challenging topics such as cryogenic interment and interpreting death to a child. Canadian information is included in directories of medical schools, eye banks and similar institutions in Canada and the U.S. Index. a

GT 3150 M11 1980 393

Available from: Celo
Cost: $0 - $5.99 CDN

## F. OTHER

Adler, Jack. Consumer's Guide to Travel (Book). Santa Barbara: Capra Press, 1983. 302p.

This travel guide is designed to be used before leaving on a trip - before the reader "buys a ticket or packs a bag." The book begins by helping the reader determine what type of traveler she/he is. It ends with predictions concerning travel in the near future. In between, the author offers the would-be traveler tips on using travel agents, health and insurance, tipping, shopping and clearing customs calmly. a

G 151 A34 1983 910.202

Available from: Raincoast
Cost: $6.00 - $12.99

Alberta Consumer and Corporate Affairs. Consumer

**Education and Information.** Toy Buying (Kit). Edmonton: The Department, 1985.

1 videocassette. colour. 21 minutes. 1/2 in. and 3/4 in.; 69 slides and narration, teacher's guide.

Toy Buying is an information package from which an instructor can organize a presentation in a number of ways for a variety of audiences. The concept of "play value" is central to the discussion of child development (from infants to early adolescence), principles of toy buying, and hazardous toys. Such considerations as design, education, messages promoted and sex stereotyping are included in the discussion on toy buying. A variety of related topics are explored: toys for special needs, violent toys, toy advertising, toy lending libraries and books for children. The instructor will pick and choose from a library of 69 slides with accompanying narration and 3 video programs of 7 minutes each - "Toys for Infants", "Toys for Toddlers", "Toys for Preschoolers" - to suit the needs of the audience and the presentation. tg/10,11,12,a

TS 2301 T7 A7 1985 688.7

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Aston, Athina. Toys that Teach Your Child (Book). Charlotte, NC: Fast & McMillan, 1984. 128p.

The author evaluates and recommends suitable toys for each stage of a baby's development from birth to age two. Toy categories, age levels, safety guidelines, toy descriptions, instructions and illustrations are covered. This guide concludes with a "Month by Month Play Chart", which illustrates all the stages of development. A safety checklist, a list of toy manufacturers, book publishers, and a suggested reading list are included. Index. a

HQ 769 A835 1984 649.55

Available from: Raincoast Book
Cost: $6.00 - $12.99

Beard, James, et al. Cook's Catalogue (Book). New York: Harper & Row, 1975. 565p.

The world's leading food authorities select "the best, the necessary, and the special" in kitchen equipment and utensils. Although many items include brand names, practical criteria is also provided to help one make wise choices from what is locally available. As well as thousands of evaluations, there are hundreds of photographs and illustrations, cooking folklore, an annotated bibliography, and a directory of manufacturers or suppliers for every item. a

TX 645 B3 643

Available from: Fitzhenry & Whiteside
Cost: $21.00 - $30.99

Brosnahan, Tom. Frommer's How to Beat the High Cost of Travel: Travel More, Travel Better (Book). rev. ed. New York: Frommer/Pasmantier, 1984. 374p.

The secret to cutting travel costs is learning to recognize which of "four essential laws" applies in each travel situation. The "laws" can help cut costs incurred during travel: airfare, accommodation, meals, transportation and even souvenir expenses. These "laws" are: don't take "no" for an answer until you're sure the answer is "no"; search constantly for the point of mutual advantage; look beyond the obvious; commitment saves money - flexibility usually costs money. While the author emphasizes cutting costs he also gives advice on preparation for the trip: what clothing to take along, which guide books to use and where to find tourist offices worldwide. a

G 153 B793 1984 910.4

Available from: General
Cost: $6.00 - $12.99

Clothing, a Basic Need (Kit). Chicago: Encyclopedia Britannica, 1981.

4 filmstrips, 4 cassettes, teacher's guide.

The series' objectives are to make students aware "of the role of family and community in satisfying this basic need." Intended for primary and special education students this Britannica Basic Needs Program includes topics on why we need clothing, making cloth, making clothes and describes clothing around the world. Content descriptions, scripts, and vocabulary are included as are discussion topics and activity suggestions. tg/1,2,3,4,LSR

TX 356 C68 646

Available from: Visual Education Centre
Cost: $125.00

Consumer Reports. Medicine Show (Book). rev. ed. New York: Pantheon, 1980. 384p.

The purpose of this book is to help consumers become informed so they can make better choices in the areas of health and medicine.

Working their way through such ills as coughs, indigestion, hemorrhoids, dandruff and insomnia, the authors give a detailed account of available medications and their effectiveness. They also advise the reader on how to buy prescription and non-prescription drugs, how to choose a family doctor and the characteristics of a good hospital. 10,11,12,a

RC 81 M496 1980 615

Available from: Random House of Canada
Cost: $6.00 - $12.99

Ferm, Max A., and Ferm, Betty. How to Save Dollars with Generic Drugs: A Consumer's Guide to High-Quality, Low-Priced Medicines (Book). New York: Quill, 1985. 298p.

Consumers could reap tremendous savings by using generic drugs - drugs whose active ingredients duplicate a brand name product and are available at a lower cost. Consumers should become more informed about these products and take advantage of such savings. Information is provided on what prescription drugs are or are not available generically, over-the-counter drugs, consumer rights concerning prescription drugs, and the debate opposing generic drugs. Although the book contains American law it is useful to anyone interested in doing something about paying too much for prescription and over-the-counter drugs. a

RM 300 F385 1985 615

Available from: Gage
Cost: $6.00 - $12.99

Graedon, Joe, and Graedon, Teresa. New People's Pharmacy: Drug Breakthrough of the '80s (Book). New York: Bantam, 1985. 427p.

The increasing number of new medications on the market and their increasing complexity led the author to publish this consumer guide. Drug information about hypertension, arthritis, blood pressure, the advances of the eighties, and the "next miracles of medicine" is contained in the book. Tables of the most important new drugs - prescription and over-the-counter - currently available, provide information of their uses, side effects, precautions and interactions. The detailed index helps the reader find information quickly. a

RM 122.5 G7 1985 615.1

Available from: Bantam Books Canada
Cost: $6.00 - $12.99

Grimes, Paul. New York Times Practical Traveler (Book). New York: Times Books, 1985. 411p.

This travel guide looks into various considerations before leaving - traveling by rail, bus, car, air, hotels credit cards, travelers cheques, getting mail, and cash - what to expect or consider while underway and finally, planning special trips to places such as South America, Africa, China, the Soviet Union or taking a trip around the world. Index. a

G 15 G75 910.4

Available from: Random House of Canada
Cost: $13.00 - $20.99

Home Furnishings and Equipment (Book). rev. ed. Prospect Heights, IL: Household International, 1985. 40p.

By reading this booklet the reader will learn how to identify household needs and wants, establish purchase priorities, set up a long-term purchase plan and shop effectively. The reader will also find buying guidelines, ideas on economizing and tips on handling complaints. Materials written by Money Management Institute are reviewed separately by the titles: Children and Money, Credit - Handle with Care, Home Furnishings and Equipment, Money Management Filmstrip Library, Money Management Library, Money Talks, or...,Wheels, Deals, and You, Winning the Money Game, Your Financial Plan, Your Food Dollar, Your Savings and Investment Dollar. 10,11,12,a

TX 311 H752 1985 645

Available from: Household Finance Corporation of Canada
Cost: $0 - $5.99 CDN

Kaban, Barbara. Choosing Toys for Children: From Birth to Five (Book). New York: Schocken Books, 1979. 176p.

This excellent guide answers the question of what is a good toy. There is a beginning general chapter on guidelines for selecting toys followed by chapters organized according to age levels from birth to age five. Each of these chapters begins with a brief description of skills and interests of that age. Other chapters discuss display and storage, television, homemade toys, and toys to take when travelling. Indexed. 9,10,11,12,a

GV 1218.5 K32 688.7

Available from: Book Centre

Cost: $6.00 - $12.99

Kepler, Ann, and Kepler, James. Children's Medicine (Book). Chicago: Contemporary Books, 1985. 215p.

This parent's guide to prescription and over-the-counter drugs offers advice on stocking the medicine cabinet, treating common problems, managing side effects, preventing accidental poisoning and first aid for poisoning. "Part II: Medication Profiles" describes some medications commonly used for children. Index. a

RJ 560 K47 615.58

Available from: Beaverbooks
Cost: $6.00 - $12.99

Kramer, Anne, and Berk, Ruth. Buyer's Guide to Children's Toys and Games (Book). Babylon, NY: Pilot Books, 1983. 38p.

Reviews describe toys and games for children that are "safe, durable, educational, good value and have continuity of interest." Reviews are based on such considerations as flexibility of use and cost in relation to other factors. Photographs accompany lists of toys and games for 3 to 4 year olds and for 5 to 8 year olds. a

TS 2301 T7 K68 688.72

Available from: Pilot
Cost: $0 - $5.99

Long, James W. Essential Guide to Prescription Drugs (Book). 3d ed. Toronto: Fitzhenry & Whiteside, 1982. 935p.

A reference book for safe drug use. Brand name drugs are cross-referenced to generic drug names, which are described according to brand names, drug family, available dosages, how the drug works, side effects, and other pertinent information. Drug use do's and don'ts, a glossary of drug-related terms, lists of drug families, and several tables of useful information are included. Included are bibliographic references and an index of brand and generic names. a

RM 300 L64 615.1

Available from: Fitzhenry & Whiteside
Cost: $13.00 - $20.99 CDN

Safe-Toy Environments (Kit). New York: J.C. Penney, 1975.

1 filmstrip, 1 cassette, script.

An introduction to toys in a child's environment. The importance of toys in child development is explained. Safety guidelines for choosing different types of toys are given. Presentation consists of colourful photographs of children at play and monologue narration. 8,9,10,11,12,a

HD 9999 T68 Sal 649.55

Available from: Available on loan from Resource Centre
Cost: n.a.

Stabile, Toni. Everything You Want to Know about Cosmetics (Book). New York: Dodd, Mead, 1984. 285p.

Cosmetics - products used in daily grooming, cleaning, and beautification - may not be as safe as they appear. Classifying a product as a cosmetic eliminates the product from the rigorous testing regime that is applied to food and drugs. As a result, many of the cosmetics on the market may be potentially dangerous. The author provides insight into the cosmetic industry while illustating ways to save money and reduce one's exposure to dangerous products. Index. 10,11,12,a

TP 983 S83 1984 363.196

Available from: Dodd, Mead
Cost: $13.00 - $20.99

Things They Might Not Tell You at the Furniture Store (Book). Damascus, MD: Straight Facts, 1982. 58p.

Furniture should never be purchased on looks alone. This easy-to-use guide points out what buyers should look for or test when selecting sofas, beds, dining room sets, and children's furniture. The table of contents provides easy access to the information. The last few pages contain charts outlining information that would be useful to collect when shopping for furniture. a

TS 885 T48 1982 645.042

Available from: Straight Facts
Cost: $6.00 - $12.99

Toy Report: A Buyer's Guide to Toys (Book). latest ed. Ottawa: Canadian Toy Testing Council, annual.

This guide presents an analysis of hundreds of toys tested by Canadian children in conjunction with the Canadian Toy Testing Council - a group of concerned parents and consumers. Listings show manufacturer, toy name, model number, age range (from infants to pre-teens), price range, and comments. Treatment is according to type of toy - electronic games, plush toys, infant toys, science kits. Each type is divided into recommended, not recommended, and discontinued lists, with highly recommended toys indicated by bold print. Each toy's rating is based on 6 factors: design, function, safety, durability, packaging, and play value. All ages have been covered. The Toy Report lists suppliers as well as an index of toy names. New for the 1984 edition are 25 pages listing toys for the disabled child. Commercial and home-made toys which enrich playtime and help a child acquire new skills are suggested for the child with cerebral palsy, for the mentally disabled, the developmentally delayed, the sight impaired, hearing impaired, and for developing motor skills. a

TS 2301 T7 G591 688.7

Available from: Canadian Toy Testing Council
Cost: $0 - $5.99 CDN

Wigder, H. Neil. Wigder's Guide to Over-the-Counter Drugs (Book). Los Angeles: J.P. Tarcher, 1979. 224p.

This well-organized guide is a professional evaluation of popular brands of non-prescription medications. Each chapter analyzes a particular group of products as to active ingredients, effectiveness, cost, and safety, and concludes with a comparison chart for easy reference to the drugs in that chapter. Common questions regarding minor ailments are answered and specific recommendations for self-treatment are given. This is an extremely useful book designed to help consumers choose wisely in the drugstore. 9,10,11,12,a

RM 300 W63 615

Available from: Nelson Canada
Cost: $6.00 - $12.99

Wolfe, Sidney M., et al. Pills That Don't Work (Book). New York: Farrar, Strauss Giroux, 1981. 223p.

This guide evaluates 607 popular brands of prescription medications which lack evidence of effectiveness in treatment. Individual entries describe the drug's brand name and manufacturer, its use, dosage form, administration and ingredients. The entries include the diseases or diagnoses for which these drugs are most often promoted or prescribed and gives a warning on side effects or dangers. Although all drugs have side effects, if they are also ineffective, the risks outweigh any benefits; therefore, the authors strongly recommend against using them. A chapter on the treatment of common diseases or ailments such as the common cold is also very informative. An index and glossary are included in this easy-to-use guide to safe drug use. 11,12,a

RM 301 W64 615.7

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

## V. RIGHTS, RESPONSIBILITIES AND REDRESS

### A. CONSUMER PROTECTION

#### i. CONSUMER LAWS AND ASSISTANCE

Aaker, David A., and Day, George S. Consumerism: Search for the Consumer Interest (Book). 4th ed. New York: Free Press, 1982. 500p.

At the core of consumerism remain the four rights set forth by President Kennedy: the right to safety, to be informed, to choose, and to be heard. The list has been expanded to include the right to recourse and redress, and the right to a physical environment that will enhance the quality of life. These and other issues are represented in 41 essays. Four new sections are included in this edition: government regulation, advertising aimed at children, consumer information systems, and demarketing or reducing consumption. Each topic is followed by discussion questions and topics are organized according to the steps of the purchase process. The use of this book may be limited by its American orientation although some interesting Canadian information is included. Index. 11,12,a

HC 110 C63 A6 1982 381.3

Available from: Collier Macmillan Canada
Cost: $13.00 - $20.99

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Landlords and Tenants: Rights and Responsibilities (Kit). Edmonton: The Department, 1982.

1 videocassette. colour. 12 minutes. 1/2 in. and 3/4 in.; teacher's guide.

A detailed explanation of The Landlord and Tenant Act in Alberta is provided. The necessity for an accommodation inspection report is emphasized and illustrated. The types and contents of a residential tenancy agreement are listed. Obligations on behalf of both landlords and tenants have been included. Viewers learn about the local Landlord and Tenant Advisory Board and its role in residential renting matters. tg/10,11,12,a

KEA 224 A162 346.7123

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Landlords and Tenants: Rights and Responsibilities (Kit). Edmonton: The Department, 1982.

110 colour slides, 1 cassette, teacher's guide.

A detailed explanation of The Landlord and Tenant Act in Alberta is provided. The necessity for an accommodation inspection report is emphasized and illustrated. The types and contents of a residential tenancy agreement are listed. Obligations on behalf of both landlords and tenants have been included. Viewers learn about the local Landlord and Tenant Advisory Board and its role in residential renting matters. tg/10,11,12,a

KEA 224 A163 346.7123

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta Consumer and Corporate Affairs. Consumer Education and Information.** Other Side of the Coin (Kit). Edmonton: The Department, 1975.

78 colour slides, 1 cassette.

This kit presents a brief look at the basic rights and responsibilities of the consumer in the marketplace. Running time is approximately 5 minutes. 8,9,10,11,12

HC 79 C63 AL1 343.07

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Alberta's Court System Kit** (Kit). Edmonton: Legal Resource Centre, 1985.

Various.

The kit gathers together materials on Alberta's court system; it is not a course. Posters, overheads and booklets describe the structure and jurisdiction of Alberta and federal courts and illustrate civil and criminal court procedure. 11,12,a

JL 335 A14 1985 340.07

Available from: Legal Resource Centre
Cost: $6.00 - $12.99 CDN

**Amirault, Ernest, and Archer, Maurice.** Canadian Business Law (Book). 2d ed. Toronto: Methuen, 1981. 639p.

This introduction to Canadian business and personal law is widely used as an introductory law text at the first and second-year college and university levels. While the book covers a broad spectrum of the law, it serves as a professional reference source for the laws that govern the marketing of goods and services, and those governing financial transactions in Canada. Such laws cover false or misleading advertising, consumer protection, consumer credit and personal insurance. Indexes list cases, provincial and federal statutes, and subjects. a

KE 919 A84 1981 346.7107

Available from: Methuen
Cost: $21.00 - $30.99 CDN

**Amirault, Ernest, and Archer, Maurice.** Instructor's Manual to Accompany "Canadian Business Law" (Book). 2d ed. Toronto: Methuen, 1981. 29p.

This manual contains solutions to the legal problems posed in the text Canadian Business Law (KE 919 A84), which is reviewed elsewhere. a

KE 919 A842 1981 346.7107

Available from: Methuen
Cost: $0 - $5.99 CDN

Angell, Judie. Word from Our Sponsor or My Friend Alfred (Book). Scarsdale, NY: Bradbury Press, 1979. 140p.

When a twelve-year-old boy tries to protect consumers from buying a drinking mug

containing lead, he finds himself in conflict with his father's advertising agency. Alfred and his friends contact numerous consumer protection organizations and are eventually featured in a television interview. This well-written story comments on many consumer issues such as product workmanship, food additives, television "addiction", and advertising to children. An excellent fictional account of consumerism. 3,4,5,6

PZ 7 A58 Fiction

Available from: Clark Irwin
Cost: $6.00 - $12.99

Cohl, Karen. Consumer Law (Book). You and the Law. Toronto: IPI Publishing, 1983. 96p.

Can you cancel a contract entered into with a door-to-door seller? What is pyramid selling and is it prohibited by law? Does a contract have to be in writing in order to be valid? These and many other questions are answered in this easily understood guide to Canadian law. Laws regarding warranties, hazardous products, and complaints also affect the consumer and are briefly discussed. The guide ends with a table of provincial and federal statutes, the addresses of government consumer departments and a glossary. 10,11,12,a

KE 1599 C64 343.71

Available from: IPI Publishing
Cost: $6.00 - $12.99 CDN

Consumer (Film). Edmonton: Alberta Consumer and Corporate Affairs, 1976.

16mm. colour. 10 minutes.

This film describes aspects of The Unfair Trade Practices Act. The Act aims to protect consumers from being treated unfairly when buying goods or services and protect honest businessmen from unfair competition. Several situations which consumers could be caught in are illustrated and then an explanation of how the act protects the consumer is presented. Consumers are counselled to contact Alberta Consumer and Corporate Affairs when problems arise. Video tape copies available from ACCESS Network. 9,10,11,12,a

CAF 127

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Consumerism: Let the Seller Beware. (Film). Toronto: Hobel-Leiterman Productions, 1972.

16mm. colour. 22 minutes.

This film is a segmented interview with Ralph Nader that highlights present and future issues facing consumers: automobile safety, pollution, faulty products, the quality and safety of food, and mechanisms for enforcing consumer laws. Although the production company is Canadian, the film's content is American with only one or two references to Canadian research. 10,11,12,a

CAF 121

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Eiler, Andrew. Consumer Protection Manual (Book). New York: Facts on File, 1984. 658p.

The cover states that the Consumer Protection Manual "guides consumers through the labyrinth of the American legal system, explains what obligations buyers assume when they purchase a product and what responsibilities they must be willing to take on if they want to protect themselves". The author begins by describing how consumers can effectively seek compensation from business then shows how to protect oneself prior to making any purchases by having a better knowledge of warranties, various payment plans and credit. Numerous sample letters, forms and action strategies are provided throughout the book. Although it refers to American laws the manual is useful to Canadian consumers. Index. a

HC 110 C63 E38 381.340973

Available from: Methuen
Cost: $31.00 - $50.00

Flynn, William J. Consumer Rights and Responsibilities: A Teacher's Manual (Book). rev. ed. Toronto: Ontario Ministry of Consumer and Commercial Relations, 1984. 102p.

This manual consists of three sections. Consumer Rights and Responsibilities provides a "self-help approach to resolving problems." Consumer Legislation summarizes Ontario consumer protection legislation. Consumer Satisfaction explains complaints procedure and the services of agencies or institutions that are involved in consumer protection. The second section contains suggested activities, case studies and resource lists. Although this is a teacher's manual, it is also a valuable source of information. It includes a glossary and bibliography. tg/a

TX 335 F69 1984 340.0971

Available from: Ontario Ministry of Consumer and Commercial Relations, Consumer Information Centre
Cost: Limited distribution, contact publisher CDN

**Goldenberg, David M.** Mortgages and Foreclosure: Know Your Rights (Book). Self-Counsel Series. Vancouver: International Self-Counsel Press, 1983. 105p.

What are the rules about prepaying a mortgage? How easy is it to renew a mortgage? What will the bank do if I can't pay? Can my house be sold without my permission? An Alberta lawyer answers these and other questions. Canadian provincial variations in procedure and law are discussed throughout the book, and the sections on Alberta legislation should be read first. Basic concepts are explained and variations of circumstances or provincial law are detailed. This practical guide is very readable and should help any borrower to develop knowledge of mortgage rights, remedies and obligations. a

KE 752 Z82 G64 346.7104

Available from: International Self-Counsel Press
Cost: $6.00 - $20.99 CDN

**Harasim, Mary.** Landlord/Tenant Rights in Alberta (Book). 5th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1986. 106p.

This latest edition is an essential guide to the Landlord and Tenant Act in Alberta. Written in clear and understandable terms, the tenancy agreement, security deposits, rent and rent increases, common law principles, and changes in the law are all explained. Also included in this edition is a brief discussion on rent controls. Appendices, tables, and several sample items, such as rental premises and contents reports, and termination notices, conclude this tenant's or landlord's handbook. Although the Resource Centre keeps the latest edition, legislation continues to change; some of the information in this edition may be outdated. Refer to the Act or contact the nearest Regional Office of Alberta Consumer and Corporate Affairs. 11,12,a

KEA 224 Z82 H37 1986 346.7123

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

Interact, Unit III (Kit). Belmont, CA: Pitman, 1974.

2 filmstrips, 2 cassettes, student activity workbook, teacher's guide.

Topics are consumer deception, consumer rights and responsibilities. Reference to U.S. laws and agencies restrict the use of otherwise interesting and informative material. The kit helps students recognize gyps and frauds and creates an awareness of the consumer's and government's capacity to regulate business. The teacher's guide provides scripts, answers and suggestions for further activities. tg/10,11,12,a

TX 167 In84 Unit III 343.07

Available from: Copp Clark Pitman
Cost: $100.00

It's a Deal! The Law as a Tool (Kit). The Law as a Tool Series. New York: J.C. Penney, 1979.

1 filmstrip, 1 cassette, various, teacher's guide.

Directed toward senior high school and adult audiences, the unit is intended to help educators develop informed, assertive consumers aware of their rights and responsibilities in the marketplace. The contents of this unit are described in the Educator's Guide. The filmstrip and cassette illustrate the presence of contracts in almost every aspect of daily life, a "chalk talk" contains factual material on contract law and provides a framework in which to present the concepts, a game identifies the elements of contracts, and a case study addresses the law in relation to minors. A series of activities, extensive background information, selected glossaries and a list of related additional reading, aid the educator in teaching the filmstrip contents and the other materials. The authors note that there are great variations in laws from one jurisdiction to another and so only broad principles are presented. Canadian educators should thus be cautious when using this otherwise excellent unit. tg/10,11,12,a

TX 335 I78 346.2

Available from: Available on loan from Resource Centre.
Cost: n.a.

**Jennings, W. H., and Zuber, Thomas G.** Canadian Law (Book). 4th ed. Toronto: McGraw-Hill Ryerson, 1986. 494p.

Like its predecessor, the fourth edition is for use in high school law courses. It contains introductory legal information on the legal system, civil rights, criminal law, torts, family law, legal agreements, employment, sales, money

substitutes, real property, insurance and business. This edition adds a chapter on the Canadian Charter of Rights and updates information on civil law. The criminal law section has been enlarged and one chapter alone deals with specific criminal offenses. Each chapter contains an explanation of the law, case studies, applications and discussion topics. 11,12,a

KE 444 J46 1986 340.0971

Available from: McGraw-Hill Ryerson
Cost: $13.00 - $20.99 CDN

**Jennings, W. H., and Zuber, Thomas G.** Student Learning Guide: A Workbook to Accompany "Canadian Law" (Book). 4th ed. Toronto: McGraw-Hill Ryerson, 1986. 172p.

Accompanies Canadian Law, reviewed elsewhere. 10,11,12

KE 444 J463 1986 340.0971

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99 CDN

**Jennings, W. H., and Zuber, Thomas G.** Teacher's Manual and Key for "Canadian Law" (Book). 4th ed. Toronto: McGraw-Hill Ryerson, 1986. 187p.

Accompanies Canadian Law, reviewed elsewhere. tg/10,11,12

KE 444 J462 1986 340.0971

Available from: McGraw-Hill Ryerson
Cost: $13.00 - $20.99 CDN

Justice in the Marketplace (Kit). Washington, DC: Changing Times, 1974.

2 filmstrips, 2 cassettes, teacher's guide.

This kit has been designed to reinforce the attitude that consumers have a right to be heard, to help students discern when silence is not "golden", and to help them learn how to go about obtaining redress. Students are motivated to inquire and discuss through resolution of a value dilemma at the end of each situation. tg/10,11,12

HC 79 C63 J98 343.07

Available from: Marvin Melnyk
Cost: $75.00

**Layman's Lawbook** (Book). 2d ed. Edmonton: Legal Education Project, 1982. varied.

As stated in the foreword, the Student Legal Services of Edmonton "has as one of its objectives to promote public awareness of our laws and legal system in Alberta. The Layman's Lawbook has been prepared to further this objective. It seeks to set out in everyday language an overview of those areas of the law that affect most of us in our daily lives." Every aspect of landlord and tenant, criminal, traffic, consumer and family law, contracts, torts, wills and estates, labour standards, immigration, and individual rights are included in this overview. Legal services, the structure of our legal system and provincial court procedure are also discussed. The concise, straight-forward style and the question and answer format should eliminate initial feelings of intimidation the reader may have. Although comprehensive, the text is to the point. There is no index but the table of contents lists subjects very specifically. Many parts of this thoroughly researched work could be used in adult workshops or as resource material for the educator, keeping in mind that laws constantly change that many areas are uncertain and that most laws are subject to varied interpretation. Glossary. a

KF 385 L11 340.0971

Available from: Student Legal Services of Edmonton
Cost: $6.00 - $12.99 CDN

**Legal and Financial Management for Women** (Book). Victoria: National Association of Women & the Law, Victoria Caucus, 1981. 126p.

This compendium is based on a course offered by the Victoria Caucus of the association and provides information on money management and financial and legal planning. Topics include credit, taxes, retirement planning, housing, insurance, wills and funerals, and starting a business. There are numerous exercises and questionnaires to be filled out. Educators will find this compendium readable and stimulating but they should check the current laws applicable to Alberta. 10,11,12,a

HG 179 L342 332.024

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**McNeill, Patricia.** Landlording in Canada: A Practical Business and Legal Guide (Book).

Self-Counsel Series. Vancouver: International Self-Counsel Press, 1985. 123p.

This well-written manual discusses many concerns of landlords. Should one provide furniture, drapes, carpets, or appliances? Is it legal to restrict rental to adults only? How much rent should one charge? How can one select good tenants? How much insurance is necessary? What maintenance and repairs should be expected? What will maintenance cost? What are the landlord and tenant regulations? What kind of lease agreement should one use? What kind of financial records are necessary? All this and much more is discussed. Appendices list landlord/tenant agencies across Canada, provincial legislation, and include blank forms that can be photocopied. a

KE 690 Z82 M396 1985 346.710434

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

**Piner, Richard.** Canadian Commercial Law (Book). Toronto: Copp Clark Pitman, 1980. 215p.

This manual has been designed to help consumers develop an understanding of Canadian business law. All aspects of law have been considered including a chapter on consumer law. Each unit supplies objectives, legal terminology, and case studies. Additional factual situations with questions are provided for review. a

KE 919 P56 346.7107

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

Privette, Mari W. Sign Here? Everything You Need to Know about Contracts (Book). Garden City, NY: Doubleday, 1985. 297p.

This book begins by describing the basics of a contact: the elements, an offer, the acceptance, and changing the terms. The remaining chapters describe various types of contracts that one comes in contact with in everyday life regarding: insurance, marriage and divorce, warranties and guarantees, real estate, credit, doctors and hospitals and finally, contracts with lawyers. The author includes many questions and answers and discusses several legal documents. Although American this book provides background information useful to any Canadian who uses a credit card, marries, or sees a doctor. Includes a glossary and an index. 11,12,a

KF 801 Z9 P74 1985 346.7302

Available from: Doubleday Canada
Cost: $6.00 - $12.99

**Roberts, Tim.** Taking the Law into Your Own Hands (Book). 2d ed. Vancouver: Library Services Program, Legal Services Society, 1984. 76p.

This manual attempts to make legal research easier for lay people by identifying typical legal information problems, clarifying the law-making process, and identifying major legal materials. The manual also solves sample legal problems. Although the manual is aimed at legal research in British Columbia many of the steps and materials apply to Alberta. Federal and provincial statutes and regulations, and law reports are covered. a

KE 250 R62 1984 340.072071

Available from: Legal Services Society of British Columbia
Cost: $0 - $5.99 CDN

**Saskatchewan Consumer and Commerical Affairs.** Marketplace (Kit). Regina: The Department, 1984.

4 pamphlets.

The Marketplace package outlines the rights and responsibilities of both consumers and business people in marketplace transactions. Its emphasis on gaining practical skills is supported by various case studies and exercises. The booklets cover buying, selling, the future, and Saskatchewan's Consumer Products Warranties Act. 9,10,11,12,a

TX 335 Sa78 1984 343.7

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

**Trebilcock, Michael J., and McNeill, Patricia.** Canadian Marketplace; A Consumer Rights Handbook (Book). Toronto: CBC Enterprises, 1983. 143p.

The publishers describe this book as "a handy guide for consumers who need to know about misleading advertising, deceptive business practices, buying or selling a home, defects in goods and services, buying on credit, rental accommodation, insurance...and much more." While containing information on how to avoid problems and resolve those encountered, its primary purpose is to guide the consumer through the federal, provincial, and territorial laws that are related to a variety of consumer concerns. Specific laws are listed within each

chapter and the most important federal and provincial laws are compared. Government and private agencies are also listed in this handy guide which ends with a short chapter describing the steps to follow when complaining. Formerly titled Help. a

TX 335 T74 1983 640.730971

Available from: CBC Enterprises
Cost: $6.00 - $12.99 CDN

Walch, Weston J. Contract Law (Kit). Portland, ME: J. Weston Walch, 1984.

1 filmstrip, 1 cassette, guide.

This kit helps introduce high school students to the principles behind American contract law. The filmstrip discusses offer and acceptance, considerations, enforcing contracts, defective agreements, illegal agreements, breach of contract, and what makes a contract. The guide includes review questions and sample cases. Although American in content Canadian teachers may be able to adapt for classroom use this introduction to the topic. 11,12,a

HF 1253 W141 346.2

Available from: Home Economics School Service
Cost: $31.00 - $50.00

You and the Law: A Practical Family Guide to Canadian Law (Book). 3d ed. Montreal: Reader's Digest Association (Canada), 1984. 911p.

This excellent layman's guide to Canadian law provides readers with an insight on how the law affects everyday life. The author introduces the law by presenting some legal history, and a description of our legal system and civil rights. The remainder of the book is divided into broad areas - property, money, family, work, leisure and crime (including the roles of lawyers) - which relate to daily life. The book is described as a "reference book to which one can turn when one has a problem in relation to family, work, house, neighbour, holidays or investments." Included is a glossary, a copy of the Canadian Bill of Rights and the Canadian Constitution. Companion volume to You and Your Rights (JS 335 Y8), reviewed elsewhere. Index. a

KF 501 R22 1984 340.0971

Available from: Reader's Digest Association (Canada)
Cost: $21.00 - $30.99 CDN

You and Your Rights: A Practical Guide for All Canadians (Book). Montreal: Reader's Digest Association (Canada), 1980. 639p.

In this book, the rights and recourses of individuals in Canada are explained in simple, everyday language. Your rights as a citizen and a consumer at home, work, leisure, and on the road are presented in detail. Other chapters cover rights in the family, financial matters, and in social security. How to conduct effective complaining constitutes the final chapter complete with addresses of appropriate agencies. Companion volume to You and the Law (KF 501 R22 1984), reviewed elsewhere. 10,11,12,a

JS 335 Y8 340.0971

Available from: Reader's Digest Association (Canada)
Cost: $21.00 - $30.99 CDN

Zinkhofer, Fred. Small Claims Court Guide for Alberta (Book). 4th ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1985. 122p.

From determining the costs of a lawsuit and how long you may wait before getting into court to the seizure and sale of chattels and land, this book shows you how to proceed with or defend an action in small claims court. Samples of forms used by the court are provided and an extensive index and glossary are included. 10,11,12,a

KEA 538 Z82 Z55 1984 347.7123

Available from: International Self-Counsel Press
Cost: $6.00 - $12.99 CDN

## ii. CONSERVER SOCIETY, ENERGY CONSERVATION AND ENVIRONMENTAL ISSUES

Argue, Robert, and Marshall, Brian. Super-Insulated Retrofit Book: A Homeowner's Guide to Energy-Efficient Renovation (Book). Toronto: Renewable Energy in Canada, 1981. 208p.

Another book on home energy-efficiency, this one is an excellent guide. From the initial information on siting to the brief section on the "born again house" summarizing issues and concerns, the text clearly explains and the drawings, graphs and photographs clearly illustrate. This book of high quality workmanship and comprehensiveness includes detailed descriptions of some retrofit cases of

real houses in Canada. It concludes with thirty-five pages of materials descriptions, formulas, charts of "degree days" in cities across Canada, cross-view diagrams, a glossary, bibliography and index. a

TJ 163.5 D86 A73 644

Available from: Firefly
Cost: $6.00 - $12.99 CDN

Bendick, Robert, and Bendick, Jeanne. Consumer's Catalog of Economy and Ecology (Book). New York: McGraw-Hill, 1974. 156p.

Describes economics and environmental responsibility of the consumer when exercising purchasing power. In a conversational yet informative manner, it serves as a guide to purchasing. The book tells what to look for before purchasing, discusses strong and weak aspects, presents alternatives, advises consumers when and how to buy and provides hints for using products. Emphasis is placed on the consumer's ecological responsibility. 7,8,9,10,11,12,a

QH 541 B43 640.73

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

Browne, Dan. Alternative Home Heating (Book). New York: Holt, Rinehart and Winston, 1980. 179p.

This home energy book is a handbook for homeowners on alternative heating systems. Detailed discussions tell how to get the most cost-efficient heat from solar facilities, fireplaces and stoves, and heat pumps. The text is well illustrated with diagrams and photographs. a

TH 7226 B75 697

Available from: Holt, Rinehart and Winston of Canada
Cost: $6.00 - $12.99

Callenbach, Ernest. Ecotopian Encyclopedia for the 80's; A Survival Guide for the Age of Inflation (Book). Berkeley, CA: And/Or Press, 1980. 274p.

"Live better and save money the Ecotopian way." Ecotopians live in modest, reliable, non destructive ways; they utilize renewable, biosource, biodegradable plastics and solar-derived energy and install recycling systems. This book reveals that they also hunt for jobs and apartments, budget, and buy cars. All this and more is covered in this A to Z guide to daily living. The detailed table of contents serves as an index and the last pages contain advertisements which serve as a kind of "annotated reading list." 11,12,a

TX 335 C27 640.73

Available from: Firefly
Cost: $6.00 - $12.99

Carriere, Dean, and Day, Fraser. Solar Houses for a Cold Climate (Book). Rexdale, ON: John Wiley, 1980. 279p.

Solar space heating of houses is the main theme of this book. Part One presents architectural features, technical support systems, and the building's relationship to the natural environment. Case studies of 26 solar houses are given in Part Two. These include active, passive, hybrid, and retrofit systems. After reading these suggestions and examples, readers will have many of the tools necessary to design their own home or renovate an existing one. a

TH 7413 C37 697.78

Available from: John Wiley & Sons Canada
Cost: $13.00 - $20.99 CDN

Conserving Energy in Older Homes; A Do-It-Yourself Manual (Book). Alexandria, VA: Analytech, 1983. 44p.

This would be of interest to anyone who lives in a home built before 1940 and wants to reduce home energy waste. It addresses those features unique to older homes because they were built under conditions entirely different from those existing today. Part I helps identify energy loss and the potential energy savings. It also describes problems common to older homes. Part 2 examines energy conservation ideas for older homes ranging from simple inexpensive adjustments to the house to upgrading unimproved fireplaces or replacing the old heating system. Prepared by Applied Management Sciences, for the U.S. Department of Housing and Urban Development, this booklet includes illustrations, detailed diagrams and an index. a

TJ 163.3 C7 1983 644

Available from: Analytech
Cost: $0 - $5.99

Down to Earth: City Living (Film). Santa Barbara: Pyramid Films/Magus Films, 1977.

16mm. colour. 18 minutes.

This film depicts ecological alternatives for urban dwellers which have been integrated into the Integral Urban House in Berkeley, California. Solar energy provides heat, the roof and yard are year-round vegetable gardens, organic waste is recycled, and poultry, bees, and other domestic animals provide food supplies. A member of the house explains the philosophy of the Integral House and the systems in operation, while sunny shots of the house, indoors and out, illustrate them.. Information on the implementation and operation of the alternatives featured is introductory only. The film could be used as a springboard for more in-depth discussion and study of the concepts and alternatives introduced. 11,12,a

CAF 140

Available from: International Tele-Film Enterprises
Cost: Contact publisher

Energy Carol (Film). Montreal: National Film Board of Canada; Ottawa: Office of Energy Conservation, Departmnet of Energy, Mines and Resources, 1975.

16mm. colour. 10 minutes 33 seconds.

A co-production of the NFB and the Department of Energy, Mines and Resources, this film parodies Dicken's The Christmas Carol. Ebenezer Scrooge owns a huge corporation which sells energy, promoting its unrestricted use. On Christmas Eve, he is visited by his former partner, Jake; the spirit of energy past; the spirit of energy present; and the spirit of energy future. They show him what the result of his extravagant use of energy will be and Scrooge becomes an energy conservationist.

Excellent animation, dramatized dialogue between characters, sound effects, and the Christmas theme in music and plot produce an entertaining, amusing presentation. It is useful as a discussion motivator in situations where energy conservation is being introduced. 6,7,8,9,10,11,12,a

CAF 156

Available from: National Film Board of Canada
Cost: Contact publisher CDN

Food for a Small Planet (Film). New York: Richter McBride Productions, 1975.

16mm. colour. 10 minutes.

The film uses graphic scenes of starvation contrasted with western affluence and waste to emphasize excessive consumption habits and calls for viewers to take positive action toward alleviating the disparities between affluent and non-affluent societies. A good introduction for discussion on waste, poverty, hunger, affluence, or consumption. 7,8,9,10,11,12,a

CAF 141

Available from: Richter McBride
Cost: Contact publisher

Fossel, Peter V. Keeping Warm: A Sensible Guide to Heat Conservation (Book). New York: Perigee, 1983. 204p.

In this instructive book, the author draws from the best in old traditions and new technologies to show how one can keep warm in even the bitterest of winters. He gives useful tips on such things as insulation, fireplace efficiency, solar heat and clothing and blankets. a

TJ 168.5 D86 F67 679

Available from: Stoddart
Cost: $6.00 - $12.99

Herbert, Ralph J. Cut Your Electric Bills in Half (Book). Emmhaus, PA: Rodale Press, 1986. 152p.

Herbert aims to show "consumers how to reduce their consumption of electricity and how to save money without sacrificing their lifestyle." Part 1 discusses heating, cooling and the various appliances in the home. Part 2 discusses in detail various types of energy-saving systems. A valuable guide for home builders and homeowners. Index. a

TJ 163.5 D86 H46 1986 644

Available from: Rodale
Cost: $6.00 - $12.99

King, Jonathan, and Rothman, Matt. Troubled Water (Book). Emmaus, PA: Rodale, 1985. 235p.

The authors report on how toxic wastes, pesticides, the military and even water treatment plants have affected water supplies. One example after another shows how the government and industry allowed the problem to reach such extreme proportions. As well as explaining how the "poisoning of America's drinking water" was allowed to happen,

Troubled Water also shows what can be done, in the home, to ensure a safe supply. Chapter references and an index conclude the book. a

RA 592 A1 K56 1985 363.7390973

Available from: Rodale
Cost: $6.00 - $12.99

Miles, Betty. Save the Earth! An Ecology Handbook for Kids (Book). New York: Knopf, 1974. 96p.

This handbook covers land, air and water pollution. A final "How-to-do-it" section presents pollution action ideas. The book's value lies in the project ideas suggested throughout. They encourage children to actively explore the environment and recognize their contribution to pollution. Table of contents, relevant photographs and black line drawings, and an index produce a well-designed book. 3,4,5,6

QH 541.14 M14 614.7

Available from: Random House of Canada
Cost: $6.00 - $12.99

Nova Scotia Department of Mines and Energy. Calories: Making Every One Count (Book). Halifax: The Department, 1982. 40p.

This is "an energy-related teacher's guide particularly adaptable to home economics and consumer education." The material is arranged under the headings housing, kitchen efficiency, and clothing and textiles. Various tables list thermal properties of some structural materials, R-values of interior finishing materials, and projected operating cost for four types or sizes of refrigerators. This small but information-filled pamphlet includes a bibliography, a list of audio-visual resources and additional sources of information. tg/9,10,11,12,a

TJ 163.5 D86 C34 333.7917

Available from: Nova Scotia Department of Mines and Energy
Cost: Free CDN

Rideout, Edward H. Jr., and Isaacson, Orjan E., eds. Energy Systems Handbook (Book). Woburn, MA: Technical Handbook Publications, 1981. varied.

This comprehensive guide describes almost everything one ever wanted to know about alternate energy, from movable window insulation, programmable thermostats, air-to-air heat recovery units, solar heated domestic water systems and earth sheltered homes to the computerized Sun/Tropic Home. a

TJ 163.3 R43 333.79

Available from: Technical Handbook
Cost: $6.00 - $12.99

Rothchild, John. Stop Burning Your Money: The Intelligent Homeowner's Guide to Household Energy Savings (Book). New York: Random House, 1981. 258p.

The critical increases in home energy costs have led to new alternatives in heating systems and the re-evaluation of existing components in the home. The author explains how to evaluate current, often contradictory advice, the potential side effects of saving energy, and the pros and cons of fashionable alternatives. He discusses in detail furnaces, appliances, house-buying, and all forms of insulation techniques in relation to cost benefits/diminishing returns. Believing energy efficiency must also be cost-effective, he suggests a balanced approach to energy economy and promotes low cost/no cost techniques first. There are several drawings and useful charts, tables and lists as well as an index. Useful to the layman, some subjects could be adopted for high school discussion. 11,12,a

TJ 163.5 D86 R69 696

Available from: Random House of Canada
Cost: $13.00 - $20.99

Solomon, Lawrence. Conserver Solution (Book). Toronto: Doubleday Canada, 1978. 220p.

This book deals with the conserver society concept in a Canadian context. The path which led to a need to return to conserver ethics, what the conserver approach is, advertising's role in consumer and conserver societies, and how to implement the conserver solution through government, industry, and the individual are discussed. Style is informal and many examples and statistics are included. A project of Pollution Probe, this is reference material for students interested in conservation and Canadian environmental policy. 11,12,a

HC 120 E5564 301.31

Available from: Doubleday Canada
Cost: $6.00 - $12.99 CDN

Stop Polluting, Start Conserving (Kit). Paoli, PA: Instructor Corporation, 1976.

Various.

An activity kit containing a poster, activity cards, game , progress charts and teacher's guide. Activities are designed to help children become aware of their role in pollution and conservation. Air, land, water and noise pollution, as well as resource waste are considered. tg/3,4,5,6,7

TD 177 St6 614.7

Available from: Educator Supplies
Cost: $6.00 - $12.99

Toward a Quality of Living (Kit). Consumer Education Modules. New York: J.C. Penney, 1976.

2 filmstrips, 2 cassettes, picture cards, posters, activity sheets, teacher's guide.

Examines the family as an ecosystem and as part of larger ecosystems. Materials could be used separately or as a unit to discuss various topics - the family, human ecology, the environment, resources, goals and values. Parts of this kit could be used with elementary students - photographs of possible family groupings, cartoon posters and filmstrips of individuals and the families interacting with their environment. tg/5,6,7,8,9,10,11,12

HM 35 T65 301.31

Available from: Available on loan from Resource Centre.
Cost: n.a.

Urbanissimo (Film). Ottawa: Central Mortgage and Housing Corp., n.d.

16 mm. colour. 7 minutes.

A travelling city roams the country-side enticing rural inhabitants to it. Consuming resources at will, it discards its waste and people with no regrets and moves on for more. With effective animation, the film focuses attention on industrialization and urban problems as well as preservation of natural resources. 7,8,9,10,11,12,a

CAF 119

Available from: Marlin
Cost: Contact publisher CDN

Use It, Use It Up (Film). n.p.: NCCEI, 1974.

16mm. colour. 26 minutes.

A sophisticated, effective presentation on waste. Nature is used to demonstrate how resources should be used and the waste returned to be recycled. Modern man does not do this as evidenced by the consuming Jumbleall family. The Living well family does try to use up all it purchases and then reuse or recycle packaging and waste. The film also shows how communities, industry and government can recycle waste. U.S. statistics and California projects are used, but the quality of the production and the positive examples of how waste can be controlled make the film valuable for Canadian audiences. 10,11,12,a

CAF 144

Available from: Available on loan from Resource Centre
Cost: n.a.

iii. PRODUCT SAFETY

Alberta Public Affairs Bureau. Audio Visual Services. Child Safety Seat (Videocassette). Edmonton: The Bureau for Alberta Transportation, 1985.

The emphasis is on being properly secured in this brief review of Alberta's Child Transportation Act. It describes what should be observed when purchasing a (new or used) child car seat, how to install the various car seats in various types of vehicles, and finally, how infants, toddlers and children should be strapped in. An informative video for a young family and anyone who transports young children in a car. 10,11,12,a

TL 242 A14 1985 629.2

Available from: Alberta Transportation
Cost: Contact publisher CDN

Canada Consumer and Corporate Affairs. Consumer Toy Testing (Videocassette). Calgary: ACCESS Alberta, 1980.

1 videocassette. colour. 13 minutes 30 seconds. 3/4 in.

This video describes some of the regulations developed under the Hazardous Products Act aimed at protecting children from hidden hazards in toys. Since there are an estimated 10,000 to 15,000 different kinds of toys generating over half a billion dollars in retail sales annually, toy testing is essential. Because young children are particularly susceptible to hidden hazards, the testers concentrate on toys for children under three years of age. Four major design areas - mechanical, flammability, electrical/thermal, and toxicological - are

regularly scrutinized. Kites and kite strings, toy ovens, plush toys, eyes and noses are used in this film to illustrate the particular concerns of the technicians and the variety of tests toys undergo. Potential hazards in other items such as rattles and pacifiers are also investigated. Brief, but informative. 10,11,12,a

TS 2301 T7 C16 688.7

Available from: ACCESS Network
Cost: n.a. CDN

**Canada Consumer and Corporate Affairs.** Home Safe Home (Kit). Ottawa, ON: The Department, 1977.

1 filmstrip, 1 cassette, activity sheets, fact sheets, posters, decals, teacher's guide.

This kit, designed to help young children recognize hazardous products in the home, is well done and interesting. A sound filmstrip featuring two green puppet-like creatures from Mars introduces the four signs of danger found in household products. Each sign is introduced in an easily isolated episode allowing for four separate presentations. Support material - teacher's guide, fact sheets, student activity sheets, a song, posters, and decals - provide excellent background information and follow-up activities. Available in French and English. tg/p,k,1,2

T 55 H3 C2 614.83

Available from: Canada Consumer and Corporate Affairs
Cost: $0 - $5.99 CDN

**Kids in Cars; Child Restraints: Special Report** (Book). Ottawa: Consumers' Association of Canada, 1982. 29p.

Restraints come with instructions, but this pamphlet provides all the extra hints one would get by talking to experts. Buying and safety tips, installation and lists of manufacturers and distributors of infant only, toddler, and convertible types of child restraints are accompanied by several drawings. The booster models were not available at the time of publication. a

HQ 769 K3 629.2

Available from: Consumers' Association of Canada, Alberta Branch
Cost: $0 - $5.99 CDN

Silber, Norman Isaac. Test and Protest: The Influence of Consumers Union (Book). New York: Holmes & Meier, 1983. 172p.

Case studies in the "reform of automotive design, the discouragement of smoking, and the prevention of contamination of food by radioactive fallout" were chosen for this study. They were selected because of the role Consumers Union played in the history of public health and safety and because of their continuing importance to contemporary issues. CU's commitment to reform and to scientific objectivity and the evolution of product testing are topics that are not only interesting historically, but should be of contemporary interest to anyone concerned about environmental health and public safety. a

TX 335 S553 1983 363.1057

Available from: Holmes & Meier
Cost: $6.00 - $12.99

**Standards Are for Living** (Film). Ottawa: Standards Council of Canada, n.d.

16 mm. colour. 14 minutes.

Explains what standards are, why we need them, and how they are developed. How consumers can influence standards, the advantages of standards, and the use of metric standards are discussed. Shots of researchers, standards committees, product testing and actual products in use combine with good narration to make this an interesting, informative film. 7,8,9,10,11,12,a

CAF 139

Available from: Standards Council of Canada
Cost: Contact publisher CDN

Who's Responsible for Product Safety? (Kit). Insights into Consumerism. New York: J.C. Penney, 1975.

Fact sheets, activity sheets.

The kit discusses the role that consumers, the manufacturer and the government play in product safety. U.S. agencies and laws are presented, but the material is interesting and the activities involve students in recognizing hazards. 7,8,9,10

KF 8925 P7 W62 343.07

Available from: Available on loan from Resource Centre.
Cost: n.a.

## iv. FRAUD, DECEPTIVE AND UNFAIR PRACTICES

Barrett, Stephen, ed. Health Robbers: How to Protect Your Money and Your Life (Book). 2d ed. Philadelphia: George F. Stickley, 1980. 381p.

"Medical science has never had more to offer than it does today. But more and more people are turning to quackery. The Health Robbers reveals the truth about vitamins, food additives, occult healers, medical imposters, 'holistic' medicine, exploiters of cancer and arthritis victims and others." This book presents opposing arguments to "health foods", vitamins, chiropractors, and various diets and promotes food additives and floridation. This controversial book is interesting as well as informative. Index. a

R 730 B27 632.1

Available from: George F. Stickley
Cost: $6.00 - $12.99

Carey, Mary, and Sherman, George. Compendium of Bunk or How to Spot a Con Artist (Book). Springfield, IL: Charles C. Thomas, 1976. 202p.

The collection of fraud schemes described in this book are based on reports in the files of local and federal American law enforcement agencies. They cover examples of fraud associated with banks, real estate, household furnishings, and mail order. By reading these reports, consumers will be aware of the types of schemes perpetrated by con men and therefore avoid the same pitfalls. a

HV 6691 C37364.163

Available from: Charles C. Thomas
Cost: $13.00 - $20.99

Cons, Quacks & Frauds (Kit). Kildeer, IL: Learning Seed, 1982.

2 filmstrips, 2 cassettes, various, teacher's guide.

"...for fatigue, asthma, stroke, polio, cancer, leukemia; increases fertility; halts illnesses caused by pollution..."

This kit illustrates common examples of cons and frauds including "miracle" devices that claim to cure a variety of ailments from corns to cancer. From mail order fraud, con games, chain letters, the self-improvement industry, sales trickery, to self-cure medical quackery, the examples in this kit will help users avoid becoming victims of "cons, quacks and frauds." tg/11,12,a

HV 6995 C766 1982 364.163

Available from: Learning Seed
Cost: $75.00

Consumer Fraud: Games Con Men Play (Film). Glendale CA: AIMS Media, 1982.

16 mm. colour. 15 minutes.

Using a variety of dramatic devices, the film illustrates unethical selling practices and how to protect against them. The film urges caution when dealing with mail order companies and when buying a car, home furnishings and major appliances. Bait and switch, up-grade and "easy credit" schemes are described. The film concludes with good advice: shop around, be suspicious of fantastic bargains, read and understand before signing contracts. A videocassette (HV 6995 C66), reviewed elsewhere is also available. Accompanied by a one-page discussion guide. 10,11,12,a

CAF 158

Available from: Canadian Learning
Cost: Contact publisher

Consumer Fraud: Games Con Men Play (Videocassette). Toronto: Canadian Learning, 1982.

1 videocassette. colour. 15 minutes. 1/2 in.

Using a variety of dramatic devices, the film illustrates unethical selling practices and how to protect against them. The film urges caution when dealing with mail order companies and when buying a car, home furnishings and major appliances. Bait and switch, up-grade and "easy credit" schemes are described. The film concludes with good advice: shop around, be suspicious of fantastic bargains, read and understand before signing contracts. A film, (CAF 158) reviewed elsewhere, is also available. 10,11,12,a

HV 6995 C66 364.163

Available from: Canadian Learning
Cost: Contact publisher

Scholastic Scope Magazines. Frauds and Hoaxes

(Kit). New York: Scholastic Book Service, 1975.

Student booklet, 6 masters, teacher's guide.

The teaching guide describes the aims and objectives of the kit which emphasizes student choice, attitudes, value and self-expression. Through stories and articles, this kit presents some of the better known frauds and hoaxes and allows the students to make evaluative decisions about them. tg/5,6,7,8,9

HV 6691 F84 364.163

Available from: Scholastic - TAB
Cost: $31.00 - $50.00

Swindle! (Game). Washington, DC: Changing Times, 1975.

Various.

Attempts to help students experience decision-making in shopping and recognize gyps and frauds. Each buyer has $500 to spend and must buy several items. Highest scores go to buyers who avoid gyps and frauds and spend their money wisely. Buyers compete with one another, as do car dealers and repairmen. 7,8,9,10

HV 6695 SW6 364.163

Available from: Marvin Melnyk
Cost: $31.00 - $50.00

This Is Fraud (Film). Studio City, CA: Filmfair Communications, 1972.

16 mm. colour. 8 minutes.

Short film clips demonstrating various fraud situations - bait and switch, verbal promises, a heavy finger on the weigh scale - are presented. After each clip the narrator, head of California's Consumer Protection Division, describes the methods of recourse - trade association offices, small claims court, licensing bureau and the legal aid society. As this film is brief, to-the-point, and interesting, it is an excellent motivational device for further discussion about consumer fraud and consumer protection agencies. 10,11,12,a

CAF 113

Available from: Available on loan from Resource Centre
Cost: n.a.

## B. CONSUMER ADVOCACY

### i. COMPLAINT METHODS AND ACTION STRATEGY

Alberta Consumer and Corporate Affairs, and ACCESS Alberta. If Wishes Were Horses/Lost in the Fine Print (Videocassette). Calgary: ACCESS Alberta, 1979.

2 programs. colour. 30 minutes each. 1/2 in. and 3/4 in.

In the video, Lost in the Fine Print, a young couple learn about the financial, legal and emotional problems that can result from not investigating thoroughly a used car before buying. Certain steps should be followed when buying in today's marketplace. These include comparison shopping and reading all contracts properly before signing. This couple initiate action against the used car dealer for misrepresentation of facts. We see what consumer rights and responsibilities they have in attempting to settle their grievances. Reference is made to Alberta Consumer and Corporate Affairs and Alberta legal procedures. The video is part of a teaching package titled Lost in the Fine Print (TX 335 I34), reviewed elsewhere. 10,11,12,a

TX 335 I3 343.7

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

Charell, Ralph. Satisfaction Guaranteed: The Ultimate Guide to Consumer Self-Defense (Book). New York: Linden Press, 1985. 255p.

In this entertaining book, author Charell describes his system for getting satisfaction from goods and services. How to get the best value for the money in home improvements, automobiles, doctors, lawyers, brokers, vacations, travel, and mail order purchases without hassles is the spirit of this book. He also offers techniques for righting wrongs in the marketplace. An extensive index and a table of contents complete the book. a

HC 110 C63 C53 1985 381.340973

Available from: Musson
Cost: $21.00 - $30.99

Consumer Complaints: The Right Way (Film). Los Angeles: Alfred Higgins Productions, n.d.

16mm. colour. 11 minutes.

The vignettes in this film demonstrate how to properly register complaints and therefore obtain satisfactory results. Examples show consumers handling problems concerning the purchase of a portable radio, record, garbage disposal unit, and roofing on a house. We are shown how to make a successful telephone call and how to write a good complaint letter. American agencies are given to contact for consumer complaints although Canadian counterparts do exist. 9,10,11,12,a

CAF 152

Available from: Omega
Cost: Contact publisher

Consumer Power - Whistle Blowing (Film). n.p.: BFA Educational Media, 1973.

16 mm. colour. 23 minutes.

In this film, consumer advocates Ralph Nader and Robert Townsend make a case for ethical whistle blowing as a form of individual action against public abuses by large organizations. Stories of two whistle blowers who fought for the common good against two of the nation's biggest corporations are also told. Nader and Townsend contend that whistle blowing is a new form of patriotism. They talk directly to young people about private consciences and public concern. 9,10,11,12,a

CAF 123

Available from: Holt, Rinehart and Winston of Canada
Cost: Contact publisher

Gilson, Christopher; Cawley, Linda; and Schimdt, Rick. Consumer Revenge (Book). New York: Putnam, 1983. 348p.

Among the many "frustrations" a consumer must deal with to try to assert his rights are stores, restaurants, health clubs, hospitals, contractors, employers, landlords and airlines. Credit, barter, burglars and driving violations present more frustrations and the authors provide advice and a "revenge kit" of sample letters for all of these situations. Index. a

HF 5415.5 G54 1983 381.33

Available from: Stoddart
Cost: $6.00 - $12.99

James, Jack D. Fight That Ticket in Alberta (Book). 2d ed. Self-Counsel Series. Vancouver: International Self-Counsel Press, 1979. 80p.

This is an information book on traffic offenses and the law in Alberta. Guidelines are given on what to do when an accident occurs, how to decide if you have reason to fight a ticket, and preparing for and attending a trial with or without a lawyer. A list of traffic violations with their corresponding demerit points is included. 10,11,12,a

HE 5635 A5 J23 1979 345.0247

Available from: International Self-Counsel Press
Cost: $0 - $5.99 CDN

N.U.T.S. & B.O.L.T.S. Manual (Book). Edmonton: City of Edmonton Planning Department, n.d. 224p.

Described as a self-help guide for community groups, this manual is designed to help residents have an effective voice in the city and guide them towards active neighbourhood improvement. It describes ways in which one can be part of the decision-making process such as in public hearings, in council meetings, by lobbying, or becoming part of the City Council appointed board. It lists departments at three government levels that can provide information and assistance on such varied areas as consumer concerns, by-law enforcement, building permits and housing programs. Planning and financial assistance are major sections in this manual. Although written for residents and community groups in Edmonton, there is sufficient information relating to Alberta to be useful to workshop co-ordinators for a variety of topics. Useful as well as a reference source for government department and agency information. a

HN 49 N959 328

Available from: City of Edmonton Planning Department
Cost: Free CDN

Shilling, Dana. Fighting Back; A Consumer's Guide for Getting Satisfaction (Book). New York: Quill, 1982. 256p.

This complete guide to obtaining consumer redress includes "plain text" form letters to "rip out when you're ripped off." The author, a lawyer, believes in simplifying legal terminology and is President of Plaintext, a firm that publishes "plain-English" legal documents for lawyers, other professionals and consumers. Eight categories group 64 letters under products, services, media, government, landlord and tenant and the like. The text relates to American laws regarding credit and banking, landlord and tenant, and consumer protection, but the form letters and the chapters giving

advice on how to organize, lobby, or do legal research provide ample reading for the Canadian consumer wanting redress. Index. a

HC 110 C63 S45 343.73

Available from: Gage
Cost: $6.00 - $12.99

## VI. ECONOMICS

### A. ECONOMIC SYSTEM

**Agency for Instructional Television.** Give & Take (Videocassettes). Calgary: ACCESS Alberta, 1982.

12 programs. colour. 15 minutes each. 3/4 in. & 1/2 in.

HD 69 D4 A42 You Choose/We Choose
HD 69 D4 A43 Let's Save/Creditwise
HD 69 D4 A44 Where Do Jobs Come From/Key to Productivity
HD 69 D4 A45 Private or Public?/Changing Taxes
HD 69 D4 A46 Market Prices/The Changing Market
HD 69 D4 A47 Competition/Take Your Choice

Give & Take programs dramatize problem-solving situations that show students how economic concepts - such as opportunity costs, supply and demand, and taxation - relate to their daily lives. The series of 15 minute programs for grades 8,9, and 10 is intended for use in consumer education, economics, business education, home economics, social studies, and other classes where personal economics material is presented. Each lesson is self-contained to permit teachers maximum flexibility in using the series. A teacher's guide is available with the Give & Take series. For each lesson, the guide includes a detailed program description, a commentary designed to provide additional background for the teacher, and a list of economic terms. A variety of suggestions for using the program and follow-up classroom activities designed to give students practice in applying their understanding of economic concepts are also included in the publication. Give & Take was developed jointly by the Agency for Instructional Television, the Joint Council on Economic Education, the Canadian Foundation for Economic Education, and a consortium of agencies serving states and provinces. tg/7,8,9,10,11,12

See above 301.15

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network CDN

**Agency for Instructional Television.** Guide to "Give & Take" (Book). Bloomington: Agency for Instructional Television, 1982. 40p.

Accompanies the videocassette series, Give & Take, reviewed elsewhere. tg/7,8,9,10,11,12

HD 69 D4 A48 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Guide to "On the Level" (Book). Bloomington: Agency for Instructional Television, 1980. 64p.

Accompanies the videocassette series, On the Level, reviewed elsewhere. tg/8,9,10,11,12

BF 778 A43 301.43

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Guide to "Trade-Offs" (Book). Bloomington: Agency for Instructional Television, 1978. 47p.

Accompanies the videocassette series, Trade-Offs, reviewed elsewhere. tg/3,4,5,6,7,8

HD 68 D4 T2 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** On the Level (Videocassettes). Calgary: ACCESS Alberta, 1980.

12 programs. colour. 15 minutes each. 1/2 in. and 3/4 in.

Face to Face/Daddy's Girl
Who Am I/Journey Through Stress
Surrounded/A Little Help From My Friends
Getting Together/Side by Side
Solo/Behind the Scenes
What's Next/Alternate Route

This twelve-part series is designed to help adolescents 14 to 17 years old understand their own personal and social growth. It encourages them to examine common teenage concerns such as conflict, love, changing, relationships with

family and friends, self-concept and stress. It takes a careful look at the emotional, physical, social and intellectual make-up of an individual and how they all interact. The teacher/leader's guide summarizes each program, provides topic background, suggests activities before and after the program and suggests program discussion questions. Reproducible materials, a resource guide and a related materials guide are included. The Agency for Instructional Television is a nonprofit American-Canadian organization which develops joint program projects involving state and provincial agencies. tg/8,9,10,11,12

BF 778 A42 301.43

Available from: ACCESS Network
Cost: Cost of tapes, contact ACCESS Network CDN

**Agency for Instructional Television.** Student Handbook for "On the Level" (Book). Bloomington: Agency for Instructional Television, 1980. 74p.

Accompanies the videocassette series, On the Level, reviewed elsewhere. tg/8,9,10,11,12

BF 778 A44 301.43

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Agency for Instructional Television.** Trade-Offs (Videocassettes). Calgary: ACCESS Alberta, 1978.

15 programs and 2 summary programs. colour. 20 minutes each. 1/2 in. and 3/4 in.

1/2 in.
HD 68 D4 T21 to HD 68 D4 T29

3/4 in.
HD 68 D4 T3 V.1 to V.17

1. Choice
2. Malcolm Decides
3. We Decide
4. Give and Take
5. Less and More
6. Working Together
7. Does it Pay?
8. Learning and Earning
9. Why Money?
10. To Buy or Not to Buy
11. To Sell or Not to Sell
12. At What Price?
13. How Could That Happen?
14. Innocent Bystanders
15. Helping Out
16. About "Trade-Offs"
17. Phil Saunders on "Trade-Offs"

Developed for children 9 to 13 years old, Trade-Offs is designed to improve economic instruction in American and Canadian schools. The emphasis is on systematic decision-making. A 20-minute program and the teacher's guide material (see A Guide to "Trade-Offs") make up each lesson. Each program begins by identifying key points, then dramatizes a fundamental economic problem relevant to the student's daily life. It then emphasizes, through visuals, the economic principles involved. Each program ends with the introduction of another problem involving the same economic principles. Each lesson covers a particular topic: 1. Opportunity cost, 2. Personal decision-making, 3. Social decision-making, 4. Trade-offs among goals, 5. Increasing productivity, 6. Specialization and the division of labour, 7. Investment in capital goods, 8. Investment in human capital, 9. Voluntary exchange, 10. Buyers and market demands, 11. Sellers and market supply, 12. Market clearing prices, 13. Interdependence of market prices, 14. Market intervention: reducing indirect costs, and 15. Market intervention: increasing indirect benefits. Trade Offs was developed jointly by the Agency for Instructional Television, the Canadian Foundation for Economic Education, the Joint Council on Economic Education and a consortium of agencies serving states and provinces. tg/3,4,5,6,7,8

See above 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Alberta Education.** Give & Take: A Teacher's Guide Supplement (Book). Edmonton: The Department, 1983. 23p.

This publication is designed to assist with the integration of the videocassette series, Give & Take, into Alberta curricula. The supplement suggests three approaches: integration by subject, integration by skills, and independent use of programs. It should be used with the Guide to "Give & Take". The videocassette series and the Guide to "Give & Take" are reviewed elsewhere. tg/8,9,10,11,12

HD 69 D4 A49 301.15

Available from: ACCESS Network
Cost: Contact ACCESS Network CDN

**Boreham, Gordon F., et al.** Money and Banking: Analysis and Policy in a Canadian Context (Book). 2d ed. Toronto: Holt, Rinehart and Winston of Canada, 1979. 917p.

An authoritative reference on all aspects of the Canadian monetary and fiscal system, the topics covered include money and credit, the

commercial and central banking systems, money and capital markets, macroeconomic and monetary policies, international monetary economics, and postwar business cycles. Each of the twenty-six chapters is followed by discussion questions. Primarily designed as a graduate text, this book would nevertheless be useful as a reliable source of background information for teachers. a

HG 153 B6 1979 332.10971

Available from: Holt, Rinehart and Winston of Canada
Cost: $13.00 - $20.99 CDN

Economic Concepts and Issues (Kit). Consumer Education Modules. New York: J.C. Penney, 1977.

1 filmstrip, 1 cassette, activity sheets, posters, teacher's guide.

This kit attempts to provide a basic understanding of economic concepts, goals and issue analysis from a family ecosystem perspective. Module I introduces the family as a business in order to explain economic concepts. Module II presents activities which encourage students to set value and goal priorities. Module III uses posters, charts and activities to explain the CPI, GNP index of Consumer Sentiment and Unemployment Ratio of the United States. U.S. information will have to be adapted for Canadian use, but the kit is well done and useful. tg/10,11,12

H 62 E7 330.122

Available from: Available on loan from Resource Centre.
Cost: n.a.

Economics in the Marketplace (Kit). Chicago: Encyclopedia Britannica Educational Corporation, 1982.

4 filmstrips, 4 cassettes, guide, student activity sheets.

Sound filmstrips explain basic economic concepts and terms to high school students. The four titles are "Markets: Exchanging Goods and Services", "Producers and the Market", "Consumers and the Market" and "Economic Systems." Each is accompanied by a student activity sheet. tg/7,8,9,10

H 62 E37 1981 330

Available from: Visual Education Centre
Cost: $150.00

James, Elizabeth. Understanding Money (Book). Milwaukee: Raintree, 1977. 48p.

The purpose of this book is to explain why money is used and how the exchange of money for goods and services occurs. The description of money in Chapter One is completely American and therefore of little applicability here except for comparative purposes. Readers are shown how to open and maintain a savings account. Children could read the text alone or it could be used for class readings. 2,3,4,5

HG 221.5 J349 332.4

Available from: MacDonald-Raintree Canada
Cost: $6.00 - $12.99

Jennings, William E.; Moffat, Peter C.; and Staunton, Edmund G. Canada's Economy: An Activity Approach (Book). Toronto: Ontario Institute for Studies in Education, 1981. 197p.

This series of activities is designed to introduce high school students to Canada's economic system. Activities range from answering questions and drawing graphs to evaluating case studies and suggesting solutions. Each chapter is comprehensive in coverage and includes areas for discussion and for further investigation. The chapter "The Canadian Consumer" for example, covers such topics as personal consumption, government expenditure, how prices are determined, international trade, consumer awareness and redress, and others. A variety of table and illustrative material amply support the text as does the index/glossary of terms and concepts. 9,10,11,12

HC 115 J46 330.971

Available from: OISE
Cost: n.a. CDN

Kennedy, Peter, and Dorosh, Gary. Dateline Canada: Understanding Economics Through Press Reports (Book). 2d ed. Scarborough: Prentice-Hall Canada, 1982. 191p.

Newspaper reports applicable to micro- and macro-economic concepts have been reproduced. This second edition has added several short clippings to each topic. Questions requiring careful reading of the report, and application of economic knowledge to each situation follow. Topics are supply and demand, fiscal policy and wage and price controls. Specific reports concern eggs, dropouts, and railroads. While authors explain economic terms, teacher preparation of materials is necessary. This excellent approach allows students to bring economic theory to life. Includes a glossary

and a table cross-referencing sections of the book to commonly-used textbooks. 11,12,a

HB 171.5 K45 1982 330.9710644

Available from: Prentice-Hall Canada
Cost: $13.00 - $20.99 CDN

Kennedy, Peter, and Dorosh, Gary. Dateline Canada: Understanding Economics Through Press Reports. Instructor's Manual (Book). 2d ed. Scarborough: Prentice-Hall Canada, 1981. 67p.

The instructor's manual consists of suggested answers to questions in Dateline Canada. The answers are very brief and are meant to be supplemented with the instructor's comments and interpretation. tg/11,12,a

HB 171.5 K452 1981 330.9710644

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99 CDN

Learning about Our Economy (Kit). Chicago: Encyclopedia Britannica, 1982.

4 filmstrips, 4 cassettes, teacher's guide.

This series provides an introduction to basic economic principles - needs and wants, choice, scarcity, production, and consumption - for primary and special education students. The series "encourages students to observe and verbalize basic economic concepts and identify them in their own experiences." The filmstrips are entitled "Why People Work", "Making Choices", "Dividing the Work" and "How We Use Money." Content descriptions and scripts are included for each, as are vocabulary, discussion topics and activity suggestions. Bibliography. tg/2,3,4,5,LSR

HB 179 L33 330

Available from: Visual Education Centre
Cost: $125.00

Leet, Don R., and Driggers, Joann. Economic Decisions for Canadian Consumers (Book). Markham, ON: Wadsworth Publishers of Canada, 1984. 409p.

While much of the book applies to all Canadians, the text is based on current laws and procedures in British Columbia. It focuses on three major concepts: economics, decision-making, and the law. The full range of consumer education is covered including advertising, money management, credit, investment, comparison shopping, taxation and the world of work and family life. Each chapter begins with a list of objectives and key terms and an example of a "real-world" situation that the material helps to resolve. Within each chapter, special boxes set off topics of interest. Each chapter ends with a summary, questions and projects. Includes a glossary and an index. (Portions of the book appeared previously in Economics Decisions for Consumers (TX 335 L43 1982), which is reviewed elsewhere). 11,12,a

TX 335 L432 1984 640.7309711

Available from: BC Ministry of Education
Cost: $21.00 - $30.99 CDN

Leet, Don R., and Driggers, Joann. Economic Decisions for Consumers (Book). Belmont, CA: Wadswroth, 1982. 562p.

The authors introduce basic economic concepts and describe the forces that influence consumer choices, values and goals. Leet and Driggers explore the factors that affect consumer spending decisions such as stages in the individual and family life cycles, career choices, advertising, and spending patterns. They show how to apply decision-making skills to the everyday aspects of consumer life such as food, energy, housing, insurance and retirement. Each chapter contains a real-life problem to resolve, key words, summaries, and a wealth of information set aside in "enrichment boxes". Each chapter ends with questions, projects, and suggested readings. Appendices listing American agencies, a glossary and an index complete the text. 11,12,a

TX 335 L43 1982 640.73

Available from: Wadsworth Publishers of Canada
Cost: $31.00 - $50.00

Levi, Maurice D. Economics Deciphered: A Layman's Guide (Book). New York: Basic, 1981. 306p.

This book may seem intimidating because of its subject, its coverage, and its length. Upon second glance, the reader will find that it is clearly written. The preface states that the book is for the bewildered; in order to provide the puzzled reader ample opportunity for learning and discovery, the author has chosen a question and answer format. Anyone discovering an interest in the subject may find the lists of noteworthy books and classical works informative. Index. a

HB 171 L635 330

Available from: Fitzhenry & Whiteside
Cost: $13.00 - $20.99

Miller, Roger L. Economic Issues for Consumers (Book). 3d ed. St. Paul, MN: West, 1981. 613p.

In this textbook, the author discusses issues in the context of the wants, needs and expectations of consumers, together with the influence of industry and government. Issues include the decision to have children, budgeting, spending, saving, energy costs, government services and consumer responsibility. A study guide and practice session provide opportunities for students to develop decision-making skills and to work through the concepts and problems raised. 10,11,12,a

HG 179 M48 332.024

Available from: West Publishing
Cost: $21.00 - $30.99

Money Go Round and Other Money Matters (Kit). rev. ed. Toronto: Canadian Life Insurance Association, 1972.

1 filmstrip, 1 recording, 6 transparencies, 11 booklets.

More money and less buying power, and the law of diminishing returns are two of the seven "paradoxes of economics" presented in this kit. The accompanying filmstrip is entitled "Economics: Seven Paradoxes" and transparencies illustrate economic concepts such as the supply and demand curve and the law of diminishing returns. The kit is written for high school use and provides the instructor with background notes on currency, the Industrial Revolution, inflation, the Canadian banking industry and life insurance. tg/10,11,12,a

TX 326 M552 339

Available from: Canadian Life Insurance Association
Cost: Limited distribution, contact publisher
CDN

Morgan, James N., and Duncan, Greg J. Making Your Choices Count; Economic Principles for Everyday Decisions (Book). Ann Arbor: University of Michigan Press, 1982. 252p.

Many of the decisions consumers must make are, often unknowingly, based on economic principles. The authors suggest that a few such principles "applied in a variety of ways and situations, can serve to inform many decisions." Financial planning, consumer debt and savings, estate planning, and insurance are just some of the topics covered. An appendix provides a formula for consumer decisions involving costs at different times. Glossary and index. a

HB 801 M6925 1982 330

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99

Nappi, Andrew T., and Suglia, Anthony T., eds. Economic Education Experiences of Enterprising Teachers (Book). New York: Joint Council on Economic Education, 1982. 126p.

This volume of award-winning lessons describes programs used in American schools with students from kindergarten level to grade 12. A special chapter describes how an entire school is involved in economic education. Another special submission describes how high school students teach units in economics to students in elementary school. Although not a how-to manual, this report is filled with interesting projects and should encourage educators to increase their participation in the economic education effort. Professional reading. tg/k,1,2,3,4,5,6,7,8,9,10,11,12

H 67 N2 330

Available from: Joint Council on Economic Education
Cost: n.a.

Numis (Game). Vancouver: B.C. Central Credit Union, 1978.

Board, play money, dice.

Numis is a board game for 2, 3 or 4 players. It shows children how money is made up to the sum of 25 . Each player begins with 8 and according to the roll of dice, can add or subtract to his total. They must also keep changing smaller value coins for a coin of greater value. p,k,1

TX 326 N91 332.4

Available from: B.C. Central Credit Union
Cost: n.a. CDN

Pearson, Craig M., and Marfuggi, Joseph R. Pink Pebbles: How Money Began (Game). Middletown, CT: Educational Ventures, 1972.

Various.

A board game for 6 players or 6 teams of 6 which requires a class period to play. Players role dice to acquire possessions which will increase their wealth and position to where they can begin trading, saving, and specializing. Wealthiest player wins. 5,6,7,8,9,10,11,12

TX 326 P65 330.16

Available from: Educational Ventures
Cost: $6.00 - $12.99

Price, Ray G., et al. Transparencies for General Business for Everyday Living (Transparencies). New York: McGraw-Hill, 1973.

4 volumes.

Vol. 1. What Everyone Should Know about Business
Vol. 2. You as a Consumer - Now
Vol. 3. You as a Consumer - Later

These colourful transparencies with masks, overlays and clear labelling, present general business and economic concepts to students. Teacher instructions and discussion questions accompany each transparency.

Volume 1 provides an overview of the business system explaining what business is and does, its role in the free enterprise system, and the function of money, credit and banks. Volume 2 deals with problems of managing money, the need for developing buying skills, and the use of credit. Volume 3 discusses various ways to make money payments, invest money, and purchase insurance. Volume 4 is concerned with income, preparing to work, labour, taxes, economic growth and its problems. Four interesting, useful volumes. 7,8,9,10

HC 79 C63 P93 T68 332

Available from: McGraw-Hill Ryerson
Cost: $125.00/Volume

Real Life Consumer Economics (Kit). New York: Scholastic, 1980.

Skills Book, spirit masters/visuals, teacher's guide.

Real Life Consumer Economics teaches basic economic concepts through exercises in consumer skills and activities. The program is divided into six units: basic economic facts; economics of food, clothing and shelter; economics of energy; economics of health; money and credit; and taxes and economics. Each lesson in the Skills Book contains an informational article, vocabulary, exercises, and decision making activities. The Teacher's Guide contains answers to the exercises in the Skills Book, teaching activities, lesson objectives and an index. Twenty-four spirit masters and six overhead transparencies provide follow up practice, pre-tests and post-tests. 9,10,11,12,a,LSR

HB 801 R22 1980 332.024

Available from: Home Economics School Service
Cost: $75.00

Riedel, Manfred G. Kid's Guide to the Economy (Book). Englewood Cliffs, NJ: Prentice-Hall, 1976. 47p.

In story form with illustrations, this book covers some of the basic terminology of economics in order to help children gain an understanding of the economy - how it works, why it works, and what words describe its functions. Here are lots of hard facts - and proof that economics can also be fun. 3,4,5,6

H 63 R44 330

Available from: Prentice-Hall Canada
Cost: $6.00 - $12.99

Ruggeri, G.C. Canadian Economy: Problems and Policies (Book). 2d ed. Toronto: Gage, 1981. 370p.

Major aspects of the Canadian economic system are covered in the four parts of this introductory economics text: the operation of mixed economy, growth and the Canadian economy, Canada and the international economy, and additional current economic issues. Reading lists and a glossary are included. a

HC 115 C245 1981 330.971064

Available from: Gage
Cost: $13.00 - $20.99 CDN

Shirts, R. Garry. Starpower (Game). Del Mar, CA: Simile II, 1969.

Various.

A society is established through the distribution of wealth acquired by trading chips. The wealthiest group then has the power to make the rules. Other groups usually rebel against this and a discussion of power follows. To trade or talk students must hold hands. A class period is required per game. tg/9,10,11,12,a

HB 199 SH6 330.16

Available from: Simile II
Cost: $21.00 - $30.99

Trebedies Island (Game). Del Mar, CA: Simile II, 1977.

1 cassette, various, guides.

Investors, homeowners and business representatives must come to an agreement on who shall provide telephone service to Trebedies Island. Students examine what a monopoly is and are exposed to pricing policies, bidding procedures, the role of government in regulating industry, investor liability, price discrimination and other economic concepts. The game lasts 50 minutes and requires some background knowledge. 10,11,12

H 63 T71 338.82

Available from: Simile II
Cost: $13.00 - $20.99

Trimble, W. Understanding the Canadian Economy (Book). 7th ed. Toronto: Copp Clark Pitman, 1983. 319p.

This Canadian textbook introduces the post-secondary student and the general reader to economic analysis and provides basic tools to use in the task of understanding the economic events of everyday life. Each of the sixteen chapters presents its topic clearly and is followed by exercises and discussion questions. Sample topics include forms of economic organization, supply and demand, money and banking and Keynesian business cycle theory. The book concludes with chapters on current economic problems and the problems of economically underdeveloped countries. There is a bibliography, a glossary and an index. 12,a

HC 115 T74 1983 330

Available from: Copp Clark Pitman
Cost: $31.00 - $50.00 CDN

Why We Use Money (Film). New York: Learning Corporation of America, 1970.

16mm. colour. 10 minutes.

This amusing story of a ingenious fisherman introduces the basic concept of money and explains why it replaced barter. After he goes through several trades to exchange his fish for a knife, he devises the idea of a specific item for trading. 1,2,3,4,5,6

CAF 118

Available from: Marlin
Cost: Contact Publisher

## B. PRICES, INFLATION AND TAXATION

Bannister, Rosella. Inflation: Consumers Counter the Cost of Living: A Consumer Education Module for Grades 10-14 (Book). Ypsilanti: Michigan Consumer Education Center, 1980. 72p. and Appendix.

This curriculum module is based on a classification scheme of concepts in consumer education. The guide discusses the basis for the concepts approach, presents a model and ways of utilizing it. The module is not designed to resolve controversy regarding inflation, but rather to help students in inquiry, decision-making, and action processes. Primarily designed for teachers of high school students, it may also be useful in adult and community education. Organized into ten units, each with learner objectives, learning activities, student worksheets and suggested measurements, the module may be used in classroom periods or in a one-day community program. tg/10,11,12,a

HG 229 B227 332.4

Available from: Michigan Consumer Education Center
Cost: $0 - $5.99

Canada. Revenue Canada. Teaching Taxes (Kit). rev. ed. Ottawa: Revenue Canada Taxation, 1985.

Workbook, masters, taxopedia, teacher's update.

Teaching Taxes is not a course but a group of learning materials concerning income tax. Three components - a teacher's update containing suggestions for teaching methods and materials, a student's workbook of sample tax forms (with corresponding overheads), and the Taxopedia of background information - provide material for teaching the fundamentals of the Canadian income tax system. Elements of the programme may be chosen for elementary, intermediate, secondary or postsecondary level courses. tg/10,11,12,a

HJ 4661 C16 1985 336.2

Available from: Canada Supply and Service
Cost: Limited distribution, contact publisher CDN

**Canada's Consumer Price Index, A Teaching Kit** (Kit). Ottawa: Statistics Canada, 1984.

Transparencies, posters, teacher's guide.

Statistics Canada explains what the CPI is, how it is calculated and how it affects our lives. The teacher's guide provides background information on the CPI, suggestions for introducing the CPI as a topic for discussion and exercise questions and answers. Also included in the guide is a bibliography of related publications, with directory and cost information indicated. Colour transparencies and posters make up the remainder of the kit. Although intended for high school students, it would prove informative for anyone interested in furthering their understanding of the CPI. tg/10,11,12

HD 6980 C16 1984 339.4

Available from: Statistics Canada
Cost: $21.00 - $30.99 CDN

Case, John. Understanding Inflation (Book). New York: Penguin Books, 1981. 228p.

John Case explains why prices continue to rise, who loses and who gains from inflation, and suggests a system of wage and price controls in their classic form - ceiling prices and wages fixed and enforced by a government agency - as the fairest and most effective way to slow inflation. An explanation of how the inflation rate is calculated, source notes and an index supplement the text. a

HG 229 C35 332.41

Available from: Penguin
Cost: $0 - $5.99

**Keeping up With the "Jones"es/The Cashless Society** (Cassette). Toronto: CBC Learning Systems, n.d.

1 cassette. 30 minutes.

Jones families across Canada were asked how they cope with inflation. The tape presents the results, as well as interviews with 2 families. The Jones have sold cars, bought farmland, and are experiencing more family tension as inflation grows. In the cashless society, bank and consumer agency officials discuss the advantages and disadvantages of the Electronic Funds Transfer System. Benefits to the bank are many, but not so for the consumer. 9,10,11,12,a

HC 3755 K24 332.024

Available from: CBC Enterprises
Cost: $6.00 - $12.99 CDN

Letourneau, Reginald S. Inflation: The Canadian Experience (Book). Ottawa: Conference Board of Canada, 1980. 79p.

This is a descriptive study concerned with the general causes of inflation and the reasons for rapid inflation in Canada. The path of inflation during the postwar years has been examined with particular emphasis on the 1970's. This material would make useful background reading for teachers of senior high school and adult economics classes. 11,12,a

HC 115 L56 332.41

Available from: Conference Board of Canada
Cost: $13.00 - $20.99 CDN

Pipes, Sally, and Walker, Michael. Tax Facts 4: The Canadian Consumer Tax Index and You (Book). 4th ed. Vancouver: Fraser Institute, 1984. 187p.

This book is the result of a study which determined how much federal, provincial and municipal tax Canadians have paid since 1961. Its purpose is to "provide Canadians with a non-technical do-it-yourself manual to calculate how much tax Canadians really pay." It also provides an update on the Canadian Consumer Tax Index - the price a Canadian pays for government. A fair amount of statistical information is presented and a bibliography and glossary are included. a

HG 2451 H69 336.2

Avaiable from: Fraser Institute
Cost: $6.00 - $12.99 CDN

## C. BUSINESS

Binhammer, H. H. Money, Banking and the Canadian Financial System (Book). 4th ed. Toronto: Methuen, 1982. 602p.

Like its predecessors, the fourth edition "focuses on the lineage, development and practices of institutions which allow us to make payment and obtain credit to enhance our welfare." A variety of revisions and expansions have been made to include such material as brief descriptions of the residential mortgage market and government investment funds such

as the Alberta Heritage Savings Trust Fund. Written for college students, this text provides them with much theoretical material on Canada's banking system and monetary policy. The theoretical parts could be omitted and the purely descriptive material used instead as part of the instructor's professional reading. Index. a

HG 185 C2 B57 1982 332.10971

Available from: Methuen
Cost: $21.00 - $30.99 CDN

Charles, Carolyn. This Business Called Media (Kit). St. Paul, MN: EMC Corporation, 1976.

5 filmstrips, 5 cassettes, teacher's guide.

Photograph frames and a single narrator tell the story of the development and current use of media in the U.S. Topics include television, radio, newspapers, magazines, and advertising. More valuable are the numerous activities suggested in the teacher's guide. As well, black line duplicating masters of media use inventories, a listening survey, and other projects are provided. tg/9,10,11,12

P 90 C38 301.16

Available from: Marvin Melnyk
Cost: $100.00

Granger, Alix. Don't Bank on It (Book). Toronto: Doubleday Canada, 1981. 297p.

The subtitle "A Consumer's guide to Canadian banks, trust companies, credit unions, and other financial institutions" states the book's focus. This comprehensive work, written in a highly readable, clear and concise style, investigates virtually every aspect of Canada's banking system. Part One describes this major industry in detail, how it works and how it doesn't. The second part analyzes the variety of services banking institutions offer the consumer and provides specific guidelines for avoiding pitfalls while getting a fair deal. "Banking in the future" details the various components of the Electronic Funds Transfer System and how EFTS affects the consumer. Reference notes to chapters are included. a

HG 221 G765 332.17

Available from: Musson
Cost: $6.00 - $12.99 CDN

Jennings, William E. Entrepreneurship: A Primer for Canadians (Book). Toronto: Canadian Foundation for Economic Education, 1985. 63p.

This brief text introduces and explains the role of entrepreneurs in Canada's market-based economy. A variety of Canadian entrepreneurial successes and failures are used to illustrate concepts. The book includes several quizzes and exercises which allow the student to compare their personal traits and skills to those of entrepreneurs in general. The steps to establishing a new business from idea and business plan, through market analysis, marketing, operating and financial strategies, to growth and maturity are discussed in detail. The text is designed for use with secondary school students and adults. It includes a glossary and a bibliography. tg/10,11,12,a

HB 601 W449 1985 338

Available from: Canadian Foundation for Economic Education
Cost: Free CDN

Kenton, Walter S. How Life Insurance Companies Rob You and What You Can Do about It (Book). New York: Random House, 1982. 193p.

Written by a top insurance salesmen, this book provides consumers with an insight into the insurance industry itself. Written in a conversational manner, the author encourages consumers to obtain insurance that is suited to their needs not to those of the salesman. He shows how to select various types of policies, to be aware of sales gimmicks, and how to save money. He also advises consumers to be more alert when talking to an insurance salesman. By exposing life insurance selling practices Kenton reveals how one can pay less for more protection and make money on the insurance one already owns. a

HG 8951 K4 1982 368.32

Available from: Random House of Canada
Cost: $13.00 - $20.99

La Brecque, Claude X. Worms for Sale (Book). Don Mills: Thomas Nelson, 1974. 64p.

By means of selling worms, Jacqueline and Lisa are introduced to the complicated world of business. The young girls learn about finance, advertising, and the need for flexibility in the marketplace. 1,2,3,4

PN 3401 L2 658.4

Available from: Nelson Canada
Cost: $6.00 - $12.99 CDN

Luxenberg, Stan. Roadside Empires: How the Chains Franchised America (Book). New York: Viking, 1985. 313p.

Franchising, a phenomenon which began in the 1940's, has galloped through the 60's, 70's and into the 80's. It has infiltrated nearly every service industry from real estate, to hotels and restaurants. Here is a critical examination of the business of franchising. 10,11,12,a

HF 5429.235 US L88 1985 381.130973

Available from: Penguin Books Canada
Costs: $21.00 - $30.99

McQueen, Rod. Risky Business: Inside Canada's $86-Billion Insurance Industry (Book). Toronto: Macmillan, 1985. 408p.

Canadians, according to the author, are the third most insured nation in the world. Life insurance policies are the second most popular financial investment in this country. The insurance industry controls 86 billion dollars in assets, yet we really know very little about the industry. McQueen takes a close look inside Canada's huge, powerful and complex insurance industry. He also portrays an industry "in transition as it confronts demanding challenges." This analysis is interesting supplementary reading. Appendices and index. a

HG 8550 M26 1985 368.971

Available from: Macmillan of Canada
Cost: $21.00 - $30.99 CDN

Money and Banking (Book Series). Montreal: Bank of Montreal, n.d.

9 booklets.

A series of 4-page modules cover history of money, Canadian banking, savings, chequing accounts, mortgages, and banks and the computer. The series includes a "Question and Answer" booklet. 10,11,12,a

HG 221 M7 332.1

Available from: Bank of Montreal
Cost: Free CDN

More Than Money (Kit). Toronto: Canadian Bankers' Association, 1984.

2 filmstrips, 2 cassettes, 9 booklets, teacher's guide.

This teaching kit on money and banking for secondary students has three underlying themes: consumer education, life skills and citizenship. Emphasis is placed on decision-making, evaluation, and the rights and responsibilities of consumers in the Canadian banking system. Topics covered include choices, consumption, insurance, banking services, from barter to banks, credit, and savings and investing. Each unit provides background information and activities. tg/9,10,11

TX 326 M672 1984 332.1

Available from: Canadian Bankers' Association
Cost: Limited distribution, contact publisher CDN

Ontario Ministry of Consumer and Commercial Relations. Ontario's Investment Marketplace: Risks, Responsibilities, and Regulation (Book). Toronto: The Department, 1985. 45p.

This teacher resource book of case studies has been designed for the use of secondary school teachers and adult educators to "help students understand the co-operative nature of regulation in the Ontario financial marketplace". It examines the activities of Ontario's financial institutions, the importance of co-operative interaction of consumers, government and the institutions, and how the environment in which they operate - the marketplace - "is regulated by businesses themselves, government, and individual consumers". The cases are accompanied by questions, comments and a bibliography. tg/10,11,12,a

HG 4521 O99 1985 332.6

Available from: Limited distribution, contact publisher
Cost: n.a. CDN

Price, Ray G., et al. Transparencies for General Business for Everyday Living (Transparencies). New York: McGraw-Hill, 1973.

4 volumes.

Vol. 1. What Everyone Should Know about Business
Vol. 2. You as a Consumer - Now
Vol. 3. You as a Consumer - Later
Vol. 4. You as a Worker and a Citizen

These colourful transparencies with masks, overlays and clear labelling, present general business and economic concepts to students.

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HC 79 C63 P93 T68 332

Available from: McGraw-Hill Ryerson
Cost: $125.00/Volume

**Procter & Gamble Educational Services.** Consumer Choice: A Consumer Studies and Business Education Resource Book (Kit). Toronto: Procter & Gamble, 1983. 63p.

Procter & Gamble's main objective is to help junior and senior high school students understand the "interaction between consumers and producers of low cost, frequently purchased goods and services." The kit uses Procter & Gamble's experiences to illustrate the consumer's role in the decisions made by any successful consumer goods company. tg/9,10,11,12

TX 335 P87 1983 640.73

Available from: Procter & Gamble Educational Services
Cost: $6.00 - $12.99 **CDN**

Reading and Evaluating Financial Reports (Book). Greenwich, CT: Xerox Learning Systems, 1977.

2 volumes.

A self-paced instruction text on interpreting financial reports. Book One presents financial information and questions which refer to Book Two, a sample annual report. The balance sheet and income statement are interpreted with reference to assets and liabilities, and measures such as Operating Ratio, Profits-Worth Ratio and Net Sales Ratio. Lay-out is well-spaced and cartoon illustrations add humor to the presentation. Learning steps build understanding of financial concepts and tools and understanding is then tested by review and practice cases. Answer key included. 11,12,a

HF 5681 B2 R22 651.1512

Available from: Xerox Learning Systems
Cost: $21.00-$30.00

**Ross, Alexander.** Traders: Inside Canada's Stock Markets. Don Mills: Collins, 1984. 269p.

Ross reveals the inner workings of the Vancouver, Montreal and Toronto Stock exchanges and looks at those few hundred people who manage billions of our dollars, who "transfer money from people or organizations who have saved it, to people and companies and governments who want to spend it." a

HG 5152 R67 1984 332.620

Available from: William Collins Sons
Cost: $21.00 - $30.99 **CDN**

**Saskatchewan Co-operation and Co-operative Development.** Co-operative Outlooks (Kit). Saskatoon: Co-operative College of Canada, 1979.

3 volumes.

The dual theme of "co-operatives as viable business organizations, and co-operation as a type of human behaviour," is investigated in this unit designed for grades 10 to 11 students. Volume 1 investigates the history, function and organization of co-operatives. Volume 2 provides the student with opportunities to explore special groups. Volume 3 presents material which can help students develop skills necessary to function within the community. Activities are designed to help students assess financial organizations and to promote money management skills. Simulations, opinionaires, case studies, and field trips are some of the learning activities included in this comprehensive unit. tg/10,11,12

HD 3443 S17 334

Available from: Co-operative College of Canada
Cost: Limited distribution, contact publisher **CDN**

Shernoff, William M. Payment Refused (Book). New York: Richardson & Steirman, 1986. 267p.

This book was written by an attorney who fought against the unfair practices of insurance companies. Case after case describes his personal court room experience in dealing with insurance companies' unfair settling of insurance claims. The last chapter provides some practical and legal tips to use when making an insurance claim. a

HG 8535 S56 1986 368.32

Available from: Richardson & Steirman
Cost: $13.00 - $20.99

**Shortell, Ann, and Best, Patricia.** Matter of Trust (Book). New York: Viking, 1985. 352p.

The authors ask: "Is your money safe in trust companies? Can you count on your government to watch them carefully? Is the future of the business secure?" They take a long hard look at the business and reveal the power and privilege in Canada's trust companies. This exposé is interesting supplementary reading. Index. a

HG 4538 S55 1985 332.260971

Available from: Penguin Books Canada
Cost: $21.00 - $30.99 CDN

**Trust Companies Institute of Canada.** Canadian Trust Industry (Book). Scarborough: McGraw-Hill Ryerson, 1980. 136p.

This description of the Canadian trust industry seeks to familiarize readers with the diversity of financial services offered by trust and loan companies. The text consists of an overview of the industry, descriptive information on fiduciary, financial, and real estate services, and future forecasts. The material is presented in a very clear and logical manner. a

HG 4358 T78 1980 332.26

Available from: McGraw-Hill Ryerson
Cost: $13.00 - $20.99 CDN

## VII. MISCELLANEOUS

**Belstock, Alan, and Smith, Gerald R.** Consumer Mathematics (Book). New York: McGraw-Hill, 1980. 368p.

The mathematical concepts and skills involved in being a consumer and managing personal money are introduced to high school students in this textbook. The 15 chapters are composed of a number of sections, each stressing a single concept or skill. An introduction, example problems or flow charts, and a vocabulary list accompany each section. The material presented is "real world" oriented and deals with calculating tax deduction, single loan payments and food costs per serving. A glossary, and index and a partial answer key are for students. The teacher's guide (QA 39.2 B46), reviewed elsewhere, contains answers to all of the questions, as well as suggested time schedules for assignments. 10,11,12

QA 39.2 B45 332.024

Available from: McGraw-Hill Ryerson
Cost: $21.00 - $30.99

**Belstock, Alan, and Smith, Gerald R.** Teacher's Manual for "Consumer Mathematics" (Book). New York: McGraw-Hill, 1980. 144p.

Accompanies Consumer Mathematics (QA 39.2 B45), which is reviewed elsewhere. tg/10,11,12

Available from: McGraw Hill Ryerson
Cost: $6.00 - $12.99

**Bolster, L. Carey, and Woodburn, H. Douglas.** Mathematics in Life: Skills, Consumer and Career Applications (Book). Agincourt, ON: Gage, 1978, 432p.

A practical and well-organized text which might be best suited to a course in high school business mathematics, this book also has applicability for consumer mathematics and for junior high school students if only certain units are selected. The text is arranged in six units of three chapters each with topics ranging from whole number operations through decimals, the metric system and ratios to statistics, algebra and geometry. Each chapter is followed by consumer applications of the skills learned as well as applications possible in a variety of careers. Pre- and post-tests are included for each chapter and calculator exercises conclude each unit. Appendices include answers to all odd-number questions, tables, metric guide, a glossary, and an index. 8,9,10,11,12,a

HF 5689 B63 513

Available from: Gage
Cost: $13.00 - $20.99 CDN

**Canadian Association for Distance Education.** Distance Learning: Process and Materials Design (Book). Toronto: Ontario Institute for Studies in Education, 1984. 117p.

Proceedings of the first National Workshop of the Canadian Association for Distance Education (CADE), held on April 25-26, 1984. Professional reading. tg

LB 1060 C16 1984 378

Available from: Available on loan from Resource Centre
Cost: n.a. CDN

Critical Television Viewing; Teacher's Annotated Edition (Book). New York: Cambridge, 1980. 160p.

The teacher's annotated edition of a student "work-a-text" presents a curriculum in critical television analysis. Materials were designed for students in grades six through eight and there are some suggestions for using these materials with mainstreamed, special education, English as a Second Language or Native American students. Completing the exercises will help students sharpen language arts and critical thinking skills as well as help them become discriminating television viewers. There is a glossary and a list of additional resources. tg/6,7,8,ESL,NNA,LSR

HQ 784 C7 372.13

Available from: Available on loan from Resource Centre
Cost: n.a.

Elrick, Thomas F., and Hammond, Franklin. Forms in Your Life (Book). Toronto: Globe/Modern Curriculum, 1981. 92p.

Written for students in Canadian schools, this guide includes forms currently used by Canadian companies, institutions, and federal and provincial government agencies. The forms range from job and credit card applications to income tax returns, from armed forces applications to bank deposit forms. Each is accompanied by a short explanation of the use of the form, an exercise, and some "hints and helps." The last page suggests other forms to practice on to further develop these new skills. Although written for young people, the book's contents could be useful in an adult workshop, particularly for those having English as their second language. 7,8,9,10,11,12,a,ESL,LSR

HF 5371 E57 1981 651.29

Available from: Globe/Modern Curriculum
Cost: $0 - $5.99 CDN

Gerlach, Vernon S., and Ely, Donald P. Teaching and Media, a Systematic Approach (Book). 2d ed. Englewood Cliffs, NJ: Prentice-Hall, 1980. 420p.

The authors base this systematic approach to media selection and use on the belief that "instructional media must be considered as an integral aspect of instruction, not as merely an appendage." Attention is given to innovative video formats, the use of computers, simulations and games, managing instruction, and techniques for analyzing learner aptitudes and needs. Professional reading. Index. tg

LB 1043 G37 1980 371.33

Available from: Prentice-Hall Canada
Cost: $31.00 - $50.00

Gueulette, David G., ed. Microcomputers for Adult Learning: Potentials and Perils (Book). Chicago: Follett Publishing, 1982. 228p.

The articles in this anthology explore three major concerns: the potentials of microcomputers for instruction, the perils, and the "recommendations for the appropriate implementation and use of microcomputers for the instruction of adults." Subjects covered include the perceptions of decision-makers concerning microcomputers for adult learning, in-service training, and information resources for computer-assisted instruction. A glossary of technical terms is provided. a

LC 5219 M47 374.02

Available from: Globe/Modern Curriculum
Cost: $21.00 - $30.99

Helping Children Deal with Television (Film). Wilmette, IL: Films Incorporated, n.d.

16 mm. colour. 28 minutes.

Children are attracted to television for various reasons - companionship, boredom or laziness. This film is a valuable tool for parents who are concerned about the nature of television, the effects on elementary school age children, and how television can be used more effectively. Experts discuss TV violence, children's attention spans, reading habits and their addiction to television and how to integrate television into the school. Critical viewing strategies are presented along with a TV reduction program for children who are excessive TV watchers. Television cannot be ignored; teachers and parents must try to use it as an educational tool rather than letting it become a child's companion. The videocassette (HQ 784 M3 H4), is reviewed elsewhere. Professional viewing. tg

CAF 159

Available from: Visual Education Centre
Cost: Contact publisher

Helping Children Deal with Television (Videocassette). Wilmette, IL: Films Incorporated, n.d.

1 videocassette. colour. 28 minutes. 1/2 in.

Children are attracted to television for various reasons - companionship, boredom or laziness. This video is a valuable tool for parents who are concerned about the nature of television, the effects on elementary school age children, and how television can be used more effectively. Experts discuss TV violence, children's attention spans, reading habits and their addiction to television and how to integrate television into the school. Critical viewing strategies are presented along with a TV reduction program for children who are excessive TV watchers. Television cannot be ignored; teachers and parents must try to use it as an educational tool rather than letting it become a child's companion. The Film (CAF 159), is reviewed elsewhere. Professional viewing. tg

HQ 784 M3 H4 301.161

Available from: Visual Education Centre
Cost: Contact publisher

Horn, Robert E., and Cleaves, Anne, eds. Guide to Simulations/Games for Education and Training (Book). 4th ed. Beverly Hills: Sage, 1980.

2 volumes combined.

This is a list of games which includes data such as age level, number of players, playing time, a comment on the object of the game (whether it is competitive, involves team play, etc.), a description of how the game is played and its cost and producer. Professional resource. tg

LB 1029 G3 H67 371.3078

Available from: Sage
Cost: $31.00 - $50.00

**Kahn, Charles H., and Hanna, J. Bradley.** Money Makes Sense (Book). 2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This workbook employs a story-telling format to illustrate the development of money, from barter and the use of salt as a medium of exchange to the use of metal bars and finally coins. The history of Canadian coins is illustrated and current Canadian coins and paper money are described. After this long introduction, the workbook contains a succession of exercises using money. Beginning exercises are simple while difficulty increases with each section. Illustrations are clear and directions with an example explain each exercise. In Money Makes Sense, instructional and exercise materials are presented at the lowest possible reading ability level, grade 2.3 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere. 1,2,3,HDC,LSR

TX 326 K122 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

**Kahn, Charles H., and Hanna, J. Bradley.** Teacher's Manual: "Money Makes Sense", "Using Dollars and Sense", and "Working Makes Sense" (Book). 2d Canadian ed. Pacemaker Practical Arithemetic Series. Toronto: Copp Clark Pitman, 1984. 41p.

This teacher's manual gives the answers to the questions and exercises in three student workbooks. Numerous teaching suggestions and lists of words not included in the revised Dale List of 769 Easy Words are provided for each of the student workbooks. This series is designed for the educable mentally handicapped and the slow learner. The reading levels range from 2.3 to 3.4 according to the Spache Readability Formula. The series is also revised for Canadian use. The three workbooks in this series are reviewed elsewhere.
tg/1,2,3,4,5,6,HDC,LSR

TX 326 K123 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

**Kahn, Charles H., and Hanna, J. Bradley.** Using Dollars and Sense (Book). 2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This workbook introduces children to simple arithmetic functions (addition, subtraction, multiplication and division) while teaching them to shop wisely. Learning becomes very realistic as Canadian bills and coins are pictured. As the children progress through the workbook the exercises become increasingly more difficult. A useful book if children enjoy working on their own. No answers are provided in the book - therefore, no cheating. The reading level is grade 3.0 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere.
4,5,6,LSR,HDC

TX 326 K12 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

**Kahn, Charles H., and Hanna, J. Bradley.** Working Makes Sense (Book). 2d Canadian ed. Pacemaker Practical Arithmetic Series. Toronto: Copp Clark Pitman, 1984. 112p.

This student workbook uses workplace situations to illustrate mathematical problems. Exercises involve calculating weekly salaries, overtime pay, inventories, order bills, gas consumption, savings account interest, chequing account ledgers, making change for purchases and more. Exercises in the workbook start out simple and become increasingly difficult. Illustrations are simple and directions are clear. In Working Makes Sense the reading level is grade 3.4 according to the Spache Readability Formula. Kahn and Bradley have written the Teacher's Manual and two other titles in this series; they are reviewed elsewhere. 4,5,6,HDC,LSR

TX 326 K121 1984 372.72

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99 CDN

Kaye, Evelyn. ACT Guide to Children's Television (Book). rev. ed. Boston: Beacon Press, 1979. 226p.

The American ACT organization (Action for Children's Television) has published this guide for adults who are concerned about television's impact on children. Comments by various professionals are provided and children's television programming in other countries is considered briefly. Chapters are devoted to the issues of TV and violence, advertising, and the classroom. A children's workbook offers charts for teaching children to use television wisely. Suggestions and monitoring forms are supplied to help adults be critical about children's viewing selections. a

HQ 784 T4 A3 301.161

Available from: Fitzhenry & Whiteside
Cost: $6.00 - $12.99

Kelley, Michael R. Parent's Guide to Television; Making the Most of It (Book). New York: John Wiley, 1983. 129p.

The author analyzes television's strengths and weaknesses and suggests activities and discussion topics that "can make television viewing a positive experience for children." The majority of the text introduces activities for various age levels: preschoolers, children in grade school, teens, and adults. Suggested readings and a "short course in broadcasting" offering statistics should aid in the understanding of the medium by parents, teachers, grandparents and anyone else who worries about the effect of television on today's children. a

HQ 784 T4 K44 1983 791.45

Available from: John Wiley & Sons Canada
Cost: $6.00 - $12.99

King, Carol L. Buying with Sense (Book). Pacemaker Practical Arithmetic Series. Belmont, CA: Fearon Education, 1980. 154p.

This student workbook is filled with exercises using "consumer math", the calculation of the value of goods and services in dollars and cents. Every exercise is accompanied by a case story, a short glossary, illustrations, and a table, chart or sample form. From balancing a chequebook to renting an apartment, from comparing food prices to making a simple budget or buying a used car, the exercises attempt to address the money concerns regarding "buymanship", coping skills, and everyday life. Easily adaptable for use with adults. 8,9,10,11,12,a

TX 335 K58 640.73

Available from: Copp Clark Pitman
Cost: $6.00 - $12.99

Klevins, Chester, ed. Materials & Methods in Adult and Continuing Education (Book). Los Angeles: Klevens Publications, 1982. 423p.

The essays in this compendium were written from the practioner's point of view and cover such topics as organizing effective programs and staff development. Issues and advances in the field of adult and continuing education are also addressed. Professional reading. Index. tg

LC 5219 K679 1982 374

Available from: Klevens
Cost: $13.00 - $20.99

Lathrop, Ann, and Goodson, Bobby. Courseware in the Classroom: Selecting, Organizing, and Using Educational Software (Book). Menlo Park, CA: Addison-Wesley, 1983, 191p.

The authors explain the importance of computers in today's classrooms, describe the types of courseware available, summarize courseware evalution and the maintenance of a courseware library. They also provide a directory for all the items mentioned in the book. The appendices contain information on copyright regulations (American), evaluation guidelines, sources for courseware reviews, a publishers directory and a copy of the American Association of School Librarians model, "Policies and Procedures for Selecting Instructional Materials." Also included are title and subject indexes. Professional reading. tg

LB 1044.9 C7 L348 1983 371.33

Available from: Addision-Wesley
Cost: $13.00 - $20.99

Liebert, Robert M., Sprafkin; Joyce N.; and Davidson, Emily F. Early Window: Effects of Television on Children and Youth (Book). 2d ed. New York: Pergamon, 1982. 257p.

The publishers state that "in the first 18 years of life the average youth today spends more time watching television than in any other activity besides sleep. What are, and will be, the effects of this tremendous exposure?" The authors attempt to interpret the role of television and to explore political and social questions surrounding the influence of television on children's attitudes, development and behaviour. Includes bibliographic references and index. a

HQ 784 T4 L48 1982 305.23

Available from: Pergamon Press Canada
Cost: $6.00 - $12.99

Moody, Kate. Growing up on Television: A Report to Parents (Book). New York: McGraw-Hill, 1980, 1984. 238p.

Moody asserts that television affects one's physical being, health, lifestyle and social relationships as well as one's perception and one's reading abilities. The author first describes television's drawbacks, but in the second half she provides parents and teachers with suggestions on how to use television wisely. Appendicies and bibliographies are included. a

HQ 784 T4 H58 305.23

Available from: McGraw-Hill Ryerson
Cost: $6.00 - $12.99

**Mosaic of Family Studies** (Book). Ottawa: Vanier Institute, 1981. 37p.

A report on an international colloquium held in 1975 in Banff, Alberta, on the conceptual framework of family studies. a

TX 321 M77 301

Available from: Vanier Institute
Cost: $6.00 - $12.99 CDN

**Moysey, JoAnne.** Your Move (Book). rev. ed. Toronto: MacMillan, 1981. 138p.

This book introduces the reader to all aspects of relocation, from moving preparations to settling in. Useful information is provided on co-operative housing and custom-built homes as well as new and older homes. Apartment dwellers will find advice on leases, lease termination and subletting. Home owners are given tips on preparing the home for sale or lease. Potential homeowners are given guidelines on what to look for in a home, organizing the household for moving day and for settling in. A glossary of real estate terms can be found in Chapter Two. There are several appendices including a reading list for children. a

TX 307 M69 1981 698.9

Available from: Macmillan
Cost: $13.00 - $20.99 CDN

**Regan, Ellen M., and Harris, Marion.** To Learn/To Think: Curriculum Materials for the Kindergarten (Book). Toronto: Ontario Institute for Studies in Education, 1980. 75p.

Designed to "promote concept learning and the development of the thinking skills in young children" these materials are organized into diagnostic activities for learning basic meanings, using simple concepts, communication skills and relationship thinking. Intended for use in the kindergarten program, many of the tasks and activities are useful at the primary level, in special education or in teaching English as a second language to children.
tg/p,k,1,2,3,ESL,LSR

LB 1169 R43 372.218

Available from: OISE
Cost: $6.00 - $12.99 CDN

**Scott, Gary.** Pepper Wood EL-HI Report on Computers in Canadian Education 1980-1985

(Book). West Hill, ON: Pepper Wood, 1985. 112p.

An English-Canada survey summary of the major directions and concerns on electronic technology in elementary and secondary education. Statistics cover a broad range of topics including micro-computer use in schools and teacher training. Professional reading. tg

LB 1044.9 C7 Sco84 1985 371.33

Available from: Pepper Wood
Cost: $31.00 - $50.00 CDN

Shulman, Lawrence. Skills of Helping Individuals and Groups (Book). Itasca, IL: F.E. Peacock, 1979. 365p.

In the belief that helping skills can be defined, illustrated and taught, Dr. Shulman attempts to "describe a framework of the helping process, a number of models which provide the connections between the framework and practice, and the identification of skills needed to put the framework into action." Part One begins with work with individuals, Part Two focuses on work with groups and Part Three examines the skills used in working with such people as doctors and teachers. Both the beginning and experienced practitioner will find useful material. Index. a

HG 179 S49 371.4

Available from: F.E. Peacock
Cost: $21.00 - $30.99

Singer, Dorothy G. Teaching Television: How to Use TV to Your Child's Advantage (Book). New York: Dial Press, 1981. 201p.

For parents of school age children, ranging from preschool to junior high, but particularly elementary levels, this book's purpose is to help parents teach their children to be more selective in choosing television programs. It also aims to help parents in using television programs - programs their children are already watching - to stimulate learning. The book answers some of the questions parents have about TV, discusses role models, violence, and commercials, and explains how television works. Each chapter concludes with a list of special words and ideas for children to review, discussion ideas, activities for children, and suggested readings for parents or for children. Cartoon drawings and activity sheets encourage the participation of children. Sources for television-related materials and a reference list of materials describing the design and results of research provide parents and teachers with additional reading. Index. a

HQ 784 T4 S54 372.13

Available from: Available on loan from Resource Centre
Cost: n.a.

Smith, Robert M. Learning How to Learn: Applied Theory for Adults (Book). New York: Cambridge, 1982. 201p.

Part 1 defines three interrelated components of the learning-how-to-learn concept: learners' needs, learning style and training. Learning contracts and behaviour modification are among the methods for learning that are described in Part 2. Part 3 provides adult educators and trainers with a model workshop on self-directed learning. Appendices of activities, exercises, forms and inventories supplement the discussion and guidelines. Administrators, program planners, instructors and adult students will find this book an important resource. Bibliography and index. a

LB 1060 S64 1982 374

Available from: Globe/Modern Curriculum
Cost: $21.00 - $30.99

Tough, Allen. Adult's Learning Projects (Book). 2d ed. Toronto: Ontario Institute for Studies in Education, 1979. 203p.

Research indicates that people spend an enormous amount of time and effort in order to learn. The author says that "almost everyone undertakes at least one or two major learning efforts a year, and some individuals undertake as many as 15 or 20." This work focuses on the adult as learner, from defining a learning project and discussing the methods used in planning, to seeking help, finding resources and improving motivation. The advantages and disadvantages of self-planned and group learning are discussed. The final chapter discusses implications for adult learning in the future. Three appendices and an epilogue which summarizes the research of the 1970s supplement the text. Professional reading. a

LC 5219 T58 1979 374.1

Available from: OISE
Cost: $6.00 - $12.99 CDN

TV - Impact on Children: What Are the Issues? (Kit). Insights into Consumer Issues. New York: J.C. Penney, 1979.

Various.

Television's impact on children, from preschool age to upper elementary, is looked at through the roles and viewpoints of consumers, children's interest groups, business and government. Designed for use in consumer education programs, the kit includes a poster, radio and TV spots, a newspaper column and activity sheets for individuals and small groups. tg/a

HQ 784 T4 T9 301.161

Available from: Available on loan from Resource Centre
Cost: n.a.

U.S. Department of Commerce. Office of Consumer Affairs. How Plain English Works for Business (Book). Washington, DC: U.S. Government Printing Office, 1984. 102p.

The twelve case studies show how documents written in a manner that everyone can understand are an asset to both consumers and business. The various corporations and insurance companies studied explain why they changed their documents into plain English and their methods for doing so. This is a valuable tool for anyone wishing to change their consumer documents. The case studies reveal the difficulty in producing easy-to-read warranties, credit contracts, insurance policies and product information booklets. An appendix includes a checklist for organizing and managing a plain English project. a

PE 1115 U74 1984 428

Available from: U.S. Government Printing Office
Cost: $0 - $5.99

Using the Metric System (Kit). Universal City, CA: Universal Education and Visual Arts, 1974.

6 filmstrips, 3 cassettes, teacher's guide.

The kit focuses on the basic units needed in everyday life in an appealing manner. It includes measuring length, capacity, mass, temperature, calories as well as metric tools. It serves as an excellent introduction for all students entering the world of metrication. The section on measuring length reveals U.S. orientation although the overall quality of the film warrants overlooking this drawback. tg/4,5,6,7,8,9,10,11,12,a

QC 91 US4 389

Available from: Universal Education and Visual Arts
Cost: $100.00

Wahlstrom, Merlin W. Early Childhood Education: Perceptions of Programs and Children's Characteristics (Book). Toronto: Ontario Ministry of Education, 1980. 224p.

A summary of programs in Ontario for 3 to 8 year olds, this research examines the "problems, priorities and practices which have determined the range and nature of these opportunities." Two questionnaires developed to monitor these areas in the delivery of programs, were administered to school boards, focusing on the provision of services, and to teacher federations and parent associations, requesting response to the services delivered. Interviews of native and major ethnoculture groups observed reactions to the programs available. Statistics, program descriptions and the questionnaires address issues in the field and cover programs in day care, kindergarten, special education, French language schools, private schools, publicly-supported alternative schools, French as a second language programs, and hospitalized and homebound programs. Professional reading. tg/p,k,1,2,3

LB 1140 W26 372.21

Available from: OISE
Cost: $0 - $5.99 CDN

Wilt, Joy. Kid's TV Guide (Book). Chicago: Children's Press, 1982. 128p.

The book's subtitle, "A children's book about watching TV intelligently" indicates the approach the author takes. The book simply explains to the reader how to choose programs, how to look at commercials critically and how to watch TV safely. Some of TV's good aspects are discussed as well as the bad. The style is thoughtful, simple and amusing. Illustrations help the reader more easily accept the concepts that are being taught. 1,2,3,4,5,6

HQ 784 T4 W492 305.23

Available from: Available on loan from Resource Centre
Cost: n.a.

Winn, Marie. Plug-In Drug: Television, Children, and the Family (Book). rev. ed. New York: Penguin, 1985. 288p.

The author presents research findings to support her contention that television watching itself, regardless of content, damages child development and family relations. Four sections consider television addiction, television and the child, the family, and no television. In this

revised edition the author has included information on video games and computers as well as a new chapter on 'Television in the School'. Case studies and individual experiences provide examples of damaging effects that television can have on parent-child relationships. a

HQ 784 T4 W494 1985 305.23

Available from: Penguin Books Canada
Cost: $0 - $5.99

Witkins, Belle Ruth. Assessing Needs in Educational and Social Programs (Book). San Francisco: Jossey-Bass, 1984, 415p.

Needs assessment - any systematic approach to setting priorities for future action - should be the first stage in planning. Assessing Needs in Education and Social Programs focuses on "methods and issues related to selecting data and converting data into decisions." All those responsible for planning, administering, or evaluating programs in schools, colleges, communities, and businesses will find this comprehensive book a useful guide to needs assessment methods and practices. a

HV 11 W67 1984 361.0072

Available from: Book Centre
Cost: $31.00 - $50.00

Young, Lorelle, and Bielefeld, Carole. Hometrics (Book). Sunnyvale, CA: Enrich, 1977. 104p.

A U.S. handbook which introduces the metric system to teachers, students, and homemakers. Considering that people learn best by doing, after simple explanations of metric measures, activities using metric quantities are presented. Exercises in kitchen metrics, the metrics of nutrition and diet, metric clothing, the metric home, and leisure metrics are provided. Attractive, useful material. 7,8,9,10,11,12,a

QC 91 Y7 389.152

Available from: Moyer Vico
Cost: $6.00 - $12.99

*PERIODICALS*

## VIII. PERIODICALS

CSA & The Consumer (Periodical). Rexdale, ON: Canadian Standards Association. Quarterly.

This guide is published by the Canadian Standards Association, which is concerned with the consumer and his safety. CSA has written standards for electrical appliances and other industrial and consumer items. They test items and only those products which meet precise requirements are permitted to bear the CSA symbol. This newsletter reports on new developments such as the adoption of the metric system, new standards in the general realm of safety, and it advocates safe practices in the use of applinnces and equipment.

Available from: Canadian Standards Association
Cost: Free CDN

Canadian Consumer (Periodical). Ottawa: Consumers' Association of Canada. Monthly.

Published by the CAC, this magazine is an excellent source of Canadian consumer information. It contains reports on tests conducted on a wide variety of merchandise. Products are rated according to performance, quality, safety and cost. It also reports on consumer legislation and on the CAC's activities on a federal and provincial level. An index to the previous year appears in every issue. Also indexed in Canadian Periodical Index.

Available from: Consumers' Association of Canada
Cost: $13.00 - $20.99 CDN

Changing Times (Periodical). Washington, DC: Kiplinger Washington Editors. Monthly.

A useful magazine furnishing consumers with basic money-making and money-saving advice in an easy-to-follow fashion. Changing Times is not a product rating magazine, but most of its articles discuss some aspect of consumerism. A wide range of topics are covered including budgeting, insurance, credit, food, automobiles and retirement. A regular column replies to consumer queries and another, "News Behind the Ads" discusses advertising strategy. A cumulative index for the year is printed in the December issue. Indexed in Reader's Guide.

Available from: Kiplinger Washington Editors
Cost: $13.00 - $20.99

Consumer Reports (Periodical). Mount Vernon, NY: Consumers' Union of the United States. Monthly.

The best-known of the consumer buyers' guides, this magazine provides test reports and ratings on a wide variety of products. Brands are rated for quality and those appreciably superior are "check-rated". Accompanying articles provide a detailed description of brand features. Reports and comments on a variety of consumer issues and the activities of government and independent consumer organizations are included. The December issue is the Annual Buying Guide, a compendium of product test reports and buying information. Each issue contains a cumulative index for the previous eleven months. Indexed in Reader's Digest.

Available from: Consumers' Union of the United States
Cost: $13.00 - $20.99

Consumers' Research (Periodical). Washington, DC: Consumers' Research Incorporated. Monthly.

Consumers' Research is an independent, nonprofit organization supported by the consumers who buy its publications. The primary aim of this periodical is to present the results of laboratory and other tests on a wide range of consumer goods and services. There are also discussions of broader issues affecting the consumer. Regular columns include Tips for Consumers. The Legal Corner, Consumers' Observation Post, and Recorded Music in Review. Each issue contains a cumulative index for the previous eleven months. Indexed in Reader's Digest.

Available from: Consumers' Research
Cost: $13.00 - $12.99

Current Consumer and Lifestudies (Periodical). Highland Park, IL: Curriculum Innovations. Monthly (during school year, September to May).

As the subtitle indicates, this magazine is a "practical guide to real life issues." Each issue explores a variety of consumer related topics, including buying skills, rights and responsibilities, lifestyles and money management. The format is comprised of checklists, tips and factual narratives. A teacher's edition outlining objectives and class expenses accompanies each issue. Children, youths and teachers are the intended audience of this straight-forward instructional guide. Most useful in a classroom situation. A yearly index appears in the May issue.

Available from: Curriculum Innovations

Cost: $0 - $5.99

Everybody's Money (Periodical). Madison, WI: Credit Union National Association. Quarterly.

This periodical provides useful information to help with money management. It presents informative articles written by experts on topics such as budgeting, housing, insurance and more. Regular features include the complaint ledger, book reviews, and "Brief Case", which contains brief topic discussions, often with accompanying addresses for further information. It also includes a reader's reply column and lists of useful publications.

Available from: Credit Union National Association
Cost: $0 - $5.99

Market Highlights (Periodical). Edmonton: Alberta Consumer and Corporate Affairs. Research and Planning Branch. Monthly.

A monthly bulletin which summarizes data collected by the research section of the Alberta Consumer and Corporate Affairs. Information is reported under five headings - Primary Industry; Secondary Manufacturing; Services; Government and Miscellaneous. These categories contain brief forecast reports, price reports and other information on topics from agriculture, appliances, insurance and utilities to merchandising. Interesting current information regarding the Alberta and Canadian marketing situation. Indexed yearly.

Available from: Alberta Consumer and Corporate Affairs. Research and Planning Branch
Cost: Free CDN

Penny Power (Periodical). Mount Vernon, NY: Consumers' Union of the United States. 6 issues per year.

This is a Consumer Reports magazine just for children between the ages of 8 and 12. Reports of product testing and services available are given for items of interest to this age group. Stories, comics, games and puzzles are used to provide readers with the latest consumer information. For a minimum order of ten, a special subscription price is available to schools which includes activity guides.

Available from: Consumers' Union of the United States
Cost: $6.00 - $12.99

Protect Yourself (Periodical). Québec: Québec Office de la protection du consummateur. Monthly.

This Quebec publication is another excellent source of Canadian consumer information. Each issue reports on tests conducted on a variety of merchandise, rating products according to performance, quality and cost. The rest of the magazine is devoted to various aspects of consumerism ranging from buying cut flowers, stopping the flow of unwanted junk mail, reducing home heating costs, and negotiating loans, to consumer problems in the People's Republic of China. Regular columns answer consumer and automobile queries, alert the consumer to product and automobile recalls, report on the activities of consumer organizations or the results of court cases. An index to the previous year appears in every issue. Also indexed in Canadian Periodicals Index.

Available from: Les Éditions Protégez-Vous
Cost: $6.00 - $12.99 CDN

Your Money (Periodical). Toronto: C.B. Media. 8 issues per year.

This periodical is an excellent source of information on money management. It is published in Canada and thus provides readers with a Canadian perspective on the subject. The articles cover a wide range of topics from personal investing and tax planning, to savings programs, banking and personal entrepreneurship. Each issue contains a special report to which several articles are devoted. Regular columns answer reader's financial questions, provide general information on the law, introduce unique individuals who work in the field and provide an investment watch. Special bulk and group rates are available. Indexed in Canadian Business Periodicals Index.

Available from: Your Money
Cost: $13.00 - $20.99 CDN

# *PAMPHLET SOURCES*

## PAMPHLET SOURCES

### ALBERTA

Alberta Agriculture
Print Media Branch
J.G. O'Donoghue Building
7000 - 113 Street
Edmonton, AB
T6H 5T6

Alberta Consumer and Corporate Affairs
Box 1616
Edmonton, AB
T5J 2N9

Regional Offices of Alberta Consumer and Corporate Affairs are located in the following places:

Alberta Consumer and Corporate Affairs
Calgary Regional Office
301 Centre 70
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Box 5880, Postal Station A
Calgary, AB
T2H 2M9

Alberta Consumer and Corporate Affairs
Edmonton Regional Office
3rd Floor, Capilano Centre
9945 - 50 Street
Edmonton, AB
T6A 0L4

Alberta Consumer and Corporate Affairs
Fort McMurray Regional Office
Provincial Building
5th Floor, West Tower
9915 Franklin Avenue
Fort McMurray, AB
T9H 2K4

Alberta Consumer and Corporate Affairs
Grande Prairie District Office
Provincial Building
10320 - 99 Street
Box 7
Grande Prairie, AB
T8V 6J4

Alberta Consumer and Corporate Affairs
Lethbridge Regional Office
300 Professional Building
740 - 4 Avenue South
Bag Service 3014
Lethbridge, AB
T1J 4C7

Alberta Consumer and Corporate Affairs
Medicine Hat District Office
303 Professional Building
770 - 6 Street South West
Medicine Hat, AB
T1A 4J6

Alberta Consumer and Corporate Affairs
Peace River Regional Office
9621 - 96 Avenue
Bag 900, Box 9
Peace River, AB
T0H 2X0

Alberta Consumer and Corporate Affairs
Red Deer Regional Office
2nd Floor, Provincial Building
4920 - 51 Street
Red Deer, AB
T4N 6K8

Alberta Energy and Natural Resources
Energy Conservation Branch
2nd Floor, Highfield Place
10010 - 106 Street
Edmonton, AB
T5J 3L8

Alberta Safety Council
10526 Jasper Avenue
Suite 201
Edmonton, AB
T5J 1Z7

Alberta Women's Secretariat
Communications Division
1910 Capitol Square
10065 Jasper Avenue
Edmonton, AB
T5J 3B1

Better Business Bureau of Edmonton & Northern Alberta
600, 10240 - 124 Street
Edmonton, AB
T5N 3W6

Credit Union Central
11715D - 108 Avenue
Edmonton, AB
T5H 1B8

Edmonton Power
Customer Services
9803 - 102 A Avenue
Edmonton, AB
T5J 3A3

Legal Resource Centre
University of Alberta Extension
10049 - 81 Avenue
Edmonton, AB
T6E 1W7

Rural Education and Development Association
14815 - 119 Avenue
Edmonton, AB
T5L 2N9

CANADA

Association of Canadian Financial Corporations
115 Danforth Avenue
Toronto, ON
M4K 1N2

Automobile Protection Association
292 St. Joseph Boulevard W
Montreal, PQ
H2V 2N7

BC Ministry of Consumer and Corporate Affairs
940 Blanshard Street
Victoria, BC
V8W 3E6

Bank of British Columbia
1725 Two Bentall Centre
555 Burrard Street
Vancouver, BC
V7X 1K1

Bank of Montreal
129 rue St.-Jacques
Montreal, PQ
H2Y 1L6

Bank of Nova Scotia (Scotia Bank)
44 King Street W
Toronto, ON
M5H 1H1

Canada Department of Agriculture
Information Division
Sir John Carling Building
Carling Avenue
Ottawa, ON
K1A 0C5

Canada Consumer and Corporate Affairs
Consumer Services Branch
Place du Portage
50 Victoria Street
Hull, PQ
K1A 0C9

Canada Department for Energy, Mines and Resources Information
580 Booth Street
Ottawa, ON
K1A 0E4

Canada Department of National Health and Welfare
Consultant, Educational Services
Health Protection Branch
Room 30, Commonwealth Building
9912 - 106 Street
Edmonton, AB
T5K 1E7

Canada Department of National Revenue
Information Services
Revenue Canada, Taxation
875 Heron Road
Ottawa, ON
K1A 0L8

Canada Mortgage and Housing Corporation
12315 Stony Plain Road
Edmonton, AB
T5N 3Y8

Canadian Advertising Advisory Board
1240 Bay Street, Suite 302
Toronto, ON
M5R 2A7

Canadian Bankers' Association
2 First Canadian Place
Box 348
Toronto, ON
M5X 1E1

Canadian Foundation for Economic Education
Suite 7-205 - 252 Bloor Street W
Toronto, ON
M5S 1V5

Canadian Imperial Bank of Commerce
Commerce Court W
Toronto, ON
M5L 1A2

Canadian Life and Health Insurance Association
Suite 2500 - 20 Queen Street W
Toronto, ON
M5H 3S2

Canadian Standards Association
178 Rexdale Boulevard
Rexdale, ON
M9W 1R3

Consumers' Association of Canada
Box 9300
Ottawa, ON
K1G 3T9

Continental Bank of Canada
Continental Bank Building
130 Adelaide Street W
Toronto, ON
M5H 3R2

Insurance Bureau of Canada
1105 - 10080 Jasper Avenue
Edmonton, AB
T5J 1V9

Manitoba Department of Consumer and Corporate Affairs
Consumer Communications
1023 - 405 Broadway Avenue
Winnipeg, MB
R3C 3L6

Manitoba Department of Health
7th Floor, 175 Hargrave Street
Winnipeg, MB
R3C 0V8

Mercantile Bank of Canada
770 Sherbrooke Street W
Montreal, PQ
H3A 1G1

Metric Commission Canada
255 Argyle Avenue
Ottawa, ON
K1A 0C9

Ministère de la justice
Office de la protection du consommateur
6, rue de l'Université
Quebec, PQ
G1R 5G8

National Bank of Canada
600, rue de la Gauchetière ouest
Montreal, PQ
H3B 4L2

New Brunswick Department of Justice
Consumer and Corporate Affairs Branch
Box 6000
Fredericton, NB
E3B 5H1

Newfoundland Department of Consumer Affairs and Communications
Box 4750
St. John's, NF
A1C 5T7

Nova Scotia Department of Consumer Affairs
Consumer Services Division
5151 Terminal Road
Box 998
Halifax, NS
B3J 2X3

Ontario Ministry of Consumer and Commercial Relations
Communications Branch, 9th Floor
555 Yonge Street
Toronto, ON
M7A 2H6

PEI Department of Justice
Consumer Services
Shaw Building, 73 Rockford Street
Box 2000
Charlottetown, PE
C1A 7N8

Royal Bank of Canada
Royal Bank of Canada Building
1 Place Ville Marie
Box 6001
Montreal, PQ
H3C 3A9

Saskatchewan Consumer and Commercial Affairs
1871 Smith Street
Regina, SK
S4P 3V7

Toronto Dominion Bank
Toronto Dominion Centre
Box 1
Toronto, ON
M5K 1A2

Western & Pacific Bank of Canada
1560, 555 Burrard Street
Vancouver, BC
V7X 1M9

UNITED STATES

Superintendent of Documents
U.S. Government Printing Office
North Capitol, H-Street N W
Washington, DC
20401

U.S. Department of Agriculture
Office of Consumer Affairs
14 Street and Independence Avenue S W
Administration Building, Room 432-W
Washington, DC
20250

U.S. Department of Energy
Office of Consumer Affairs
1000 Independence Avenue S W
Room 7B192
Washington, DC
20585

U.S. Department of Health and Human Services
Office of the Secretary
200 Independence Avenue S W
Hubert H. Humphrey Building - Room 615F
Washington, DC
20201

U.S. Department of Housing and Urban Development
451 Seventh Street S W
HUD Building - Room 10000
Washington, DC
20410

U.S. Environment Protection Agency
401 M-Street S W
Waterside Mall West Tower
Washington, DC
20460

U.S. Federal Trade Commission
Bureau of Consumer Protection
600 E-Street N W - Room 660
Washington, DC
20580

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55 Barber Greene Road
Don Mills, ON
M3C 2A1

ACCESS Network
Media Resource Centre
295 Midpark Way S E
Calgary, AB
T2X 2A8

Acropolis Books
Colortone Building
2400 - 17 Street N W
Washington, DC
20009

Addison-Wesley (Canada)
Box 580
26 Prince Andrew Place
Don Mills, ON
M3C 2T8

Ad-Tapes
Box 66
Palos Verdes Estates, CA
90274

AEtna Life and Casualty
Corporate Communications, DA06
Media Resources
151 Farmington Avenue
Hartford, CT
06156

AIM Educational Aids
(Administrative Information Media)
1180 Russell Avenue
North Vancouver, BC
V7G 2C3

Alberta Advanced Education
Devonian Building East
11160 Jasper Avenue
Edmonton, Alberta
T5K OL1

Alberta Agriculture
Publications Office
J.G. O'Donoghue Building
7000 - 113 Street
Edmonton, AB
T6H 5T6

Alberta Consumer and Corporate Affairs
Box 1616
Edmonton, AB
T5J 2N9

Alberta Consumer and Corporate Affairs
Research and Planning Branch
20th Floor
10025 Jasper Avenue
Edmonton, AB
T5J 3B1

Alberta Consumer and Corporate Affairs
Resource Centre
Main Floor, Garneau Professional Centre
11044 - 82 Avenue
Edmonton, AB
T6G 0T2

Alberta Manpower
Career Information Services
2nd Floor, Sun Building
10363 - 108 Street
Edmonton, AB
T5J 1L8

Allyn and Bacon Canada
200 Steelcase Road E
Markham, ON
L3R 1G2

American Bankers Association
1120 Connecticut Avenue N W
Washington, DC
20036

American Council of Life Insurance
Teacher Education Program
Education Services
1850 K - Street N W
Washington, DC
20006

American Home Economics Association
2010 Massachusettes Avenue NW
Washington, DC
20036

American Management Association
Publications Division
135 West 50th Street
New York, NY
10020

A.M. Watkins
855 River Road
Piermont, NY
10968

Analytech Management Consulting
15 Russell Road
Alexandria, VA
22301

Association Films
Westwood Screen Inc.
211 Watline Avenue
Mississauga, ON
L4Z 1P3

Association of Teacher Educators
1900 Association Dr., Suite ATE
Reston, VA
22091

Atlantic Book
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B2N 5R1

Avon Books of Canada
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M1S 3Y6

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60 Saint Clair Avenue E
Suite 601
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M4T 1N5

BC Central Credit Union
Box 2038
Vancouver, BC
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BC Ministry of Consumer and Corporate Affairs
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BC Ministry of Education
Publication Services Branch
878 Viewfield Road
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Mississauga, ON
L5S 1G1

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1 Westchester Plaza
Elmsford, NY
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H4R 1R8

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84602

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T5J 5S7

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New York, NY
10017

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M1P 4S1

California Department of Consumer Affairs
Co-op Development Project
1020 N Street, Room 521
Sacramento, CA
95814

California Department of Education
721 Capitol Mall
Sacramento, CA
95814

Cambridge Basic Skills
888 - Seventh Avenue
New York, NY
10106

Canada Consumer and Corporate Affairs
Consumer Services Branch
Place du Portage
50 Victoria Street
Hull, PQ
K1A 0C9

Canada Secretary of State Department
Communications Directorate
Ottawa, ON
K1A 0M5

Canada Supply and Services
Place du Portage, Phase III
11 Laurier Street
Hull, PQ
K1A 0S5

Canadian Advertising Advisory Board
1240 Bay Street, Suite 302
Toronto, ON
M5R 2A7

Canadian Advisory Council on the Status of Women
110 O'Conner Street, 9th Floor
Box 1541, Station B
Ottawa, On
K1P 5R5

Canadian Automobile Association
1775 Courtwood Crescent
Ottawa, ON
K2C 3J2

Canadian Bankers' Association
2 First Canadian Place
Box 348
Toronto, ON
M5X 1E1

Canadian Bankers Library
Institute of Canadian Bankers
Toronto Dominion Centre
Box 282
Toronto, ON
M5K 1K2

Canadian Council on Social Development
55 Parkdale Avenue
Box 3505, Postal Station C
Ottawa, ON
K1Y 4G1

Canadian Foundation for Economic Education
252 Bloor Street W
Suite 7-205
Toronto, ON
M5S 1V5

Canadian Home Economics Association
151 Slater Street, Suite 805
Ottawa, ON
K1P 5H?

Canadian Learning Company
2229 Kingston Road
Suite 203
Scarborough, ON
M1N 1T8

Canadian Life Insurance Association
44 King Street W
Toronto, ON
M5H 1E9

Canadian MoneySaver
Box 370
Bath, ON
K0H 1G0

Canadian Securities Institute
33 Yonge Street, Suite 360
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M5E 1G4

Canadian Standards Association
178 Rexdale Boulevard
Rexdale, ON
M9W 1R3

Canadian Toy Testing Council
Box 6014
Station J
Ottawa, ON
K2A 1T1

CBC Enterprises
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CCR Education Committee
c/o CLC Education Office
15 Gervais Drive
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Burnsville, NC
28714

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20036

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20782

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300 York Avenue
St. Paul, MN
55101

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Springfield, IL
62717

City of Edmonton Planning
Department
Information Services
2nd Floor, Revlon Building
10320 - 102 Ave N W
Edmonton, AB
T5J 2X6

Clemson University
Vocational Education Media
Center
Clemson, SC
29631

Co-operative College of Canada
141 105 Street W
Saskatoon, SK
S7N 1N3

Collier Macmillan Canada
539 Collier Macmillan Drive
Cambridge, ON
N1R 5W9

Colorado State University
Fort Collins, CO
80523

Community Legal Education
Ontario
62 Noble Street
Toronto, ON
M6K 2C9

Conference Board of Canada
Suite 100
25 McArthur Road
Ottawa, ON
K1L 6R3

Consumer Education Resource
Network (CERN)
1555 Wilson Boulevard
Suite 600
Rosslyn, VA
22209

Consumer Information Centre
SEE
Ontario Ministry of Consumer
and Commercial Relations

Consumer Reports Books
540 Barnum Avenue
Bridgeport, CT
06608

Consumers' Association of
Canada
2660 Southvale Crescent
Level III
Ottawa, ON
K1B 5C4

Consumers' Association of
Canada
Alberta Branch
304, 10136 - 100 Street
Edmonton, AB

Consumers' Association of
Canada
BC Branch
103 - 163 West Hastings Street
Vancouver, BC
V6B 1H5

Consumers' Research
401 C Street N E
Washington, DC
20002

Consumers Union of the United
States
256 Washington Street
Mount Vernon, NY
10553

Copp Clark Pitman
495 Wellington Street W
Toronto, ON
M5V 1E9

Cornell University
Audio Visual Research Centre
Research Park
Building 9
Ithaca, NY
14850

Cornell University
Distribution Centre C
7 Research Park
Ithaca, NY
14850

Coronet Instructional Media
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Markham, ON
L3R 1G2

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Credit Union National
Association
Box 800
Toronto, ON
M8Z 5R2

Credit Union Central
8500 MacLeod Trail S E,
Suite 305N
Calgary, AB
T2H 2N1

Credit Union National
Association
Box 431 - B
Madison, WI
53701

Crittenden Financing
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85 Galli
Novato, CA
94948

CUNA Mutual Insurance
Society
Credit Union National
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Toronto, ON
M8Z 5R2

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24 Danbury Road
Wilton, CT
06897

Curriculum Innovations
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60035

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100 Adelaide Street W
Toronto, ON
M5H 1S9

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Toronto, ON
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79 Madison Avenue
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Toronto, ON
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Valparaiso, IN
46383

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06457

Educator Supplies
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London, ON
N5W 5H2

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Kitchener, ON
N2H 5P6

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71 Black Hawkway
Willowdale, ON
M2R 3L7

Elsevier North Holland
52 Vanderbilt Avenue
New York, NY
10017

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White Plains, NY
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Encyclopedia Britannica
Britannica Learning Materials
175 Holiday Inn Drive
Box 2249
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Itasca, IL
60143

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Don Mills, ON
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Philadelphia, PA
19106

Georgia State University
College of Business
Administration
Publishing Services Division
University Plaza
Atlanta, GA
30303

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Vancouver, BC
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Scarborough, ON
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Markham, ON
L3R 1G2

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Agincourt, ON
M1V 2J8

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Markham, ON
L3R 1G6

Grosvenor House Press
Oxford University Press
70 Wynford Drive
Don Mills, ON
M3C 1J9

G.R. Welch
960 Gateway
Burlington, ON
L7L 5K7

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Mount Kiscoe, NY
10549

Hancock House
19313 Zero Avenue
Surrey, BC
V3S 5J9

Hobel-Leiterman Productions
43 Britain Street
Toronto, ON
M5A 1R7

Hollinger House
25 Hollinger Road
Toronto, ON
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Holmes & Meier Publishers
IUB Building
30 Irving Place
New York, NY
10003

Holt, Rinehart and Winston of Canada
55 Horner Avenue
Toronto, ON
M8Z 4X6

Home Economics Curriculum Center
Box 4067
Lubbock, TX
79409

Home Economics School Service
10,000 Culver Boulevard
Department 85, Box 802
Culver City, CA
90232-0802

Houghton Mifflin Canada
150 Steelcase Road W
Markham, ON
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Toronto, ON
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Stratford, ON
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Willowdale, ON
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T5H 2W7

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06460

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10038

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Lakeside, CA
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North Vancouver, BC
V7N 2G1

International Tele-Film Enterprises
47 Densley Avenue
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Suite 4410
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90274

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1301 Avenue of the Americas
New York, NY
10019

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22 Worcester Road
Rexdale, ON
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Joint Council on Economic Education
1212 Avenue of the Americas
New York, NY
10036

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Box 126
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N2G 3W9

Key Porter Books
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55 Barber Greene Road
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New York, NY
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Kiplinger Washington Editors
Editorial and Executive Office
1729 - H Street, NW
Washington, DC
20006

Klevens Publications
Box 143
Canago Park, CA
91305

LaLeche League International
9616 Minneapolis Avenue
Franklin Park, IL
60131

Landing Press
17 Sherwood Way
Landing, NJ
07850

Learning Seed
21250 N Andover Road
Kildeer, IL
60047

Learning Tree
6500 Viscount Road
Toronto, ON
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Legal Resource Centre
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Edmonton, AB
T6E 1W7

Legal Services Society of British Columbia
Box 3, Suite 300
1140 West Pender Street
Vancouver, BC
V6E 4G1

Les Éditions Protégez-Vous
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St. Laurent, PQ
H4N 1W2

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Listen for Pleasure
111 Martin Ross Avenue
Downsview, ON
M3J 2M1

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41 Lesmill Road
Don Mills, ON
M3B 2T3

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25 Hollinger Road
Toronto, ON
M4B 3G2

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533 Clarence Street
London, ON
N6A 3N1

Macdonald-Raintree Canada
2020 King Street E
Suite 101
Hamilton, ON
L8K 6B9

Macmillan of Canada
146 Front Street W, Suite 685
Toronto, ON
M5J 1G5

Magic Lantern Film Distributors
136 Cross Avenue
Oakville, ON
L6J 2W6

Manitoba Department of Co-operative Development
800 - 215 Garry Street
Winnipeg, MB
R3C 3P3

Manitoba Department of Health
Community Health Programs Division
831 Portage Avenue
Winnipeg, MB
R2C 3A8

Marlin Motion Pictures
211 Watline
Mississauga, ON
L4Z 1P3

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Queenston, ON
L0S 1L0

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330 Progress Avenue
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College of Education
Eastern Michigan University
Ypsilanti, MI
48197

Micromedia
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Don Mills, ON
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National Consumer Council
18 Queen Anne's Gate
London, England
SW1

National Council of Welfare
Brooke Claxton Building,
Room 568
Ottawa, ON
K1A 0K9

National Film Board of Canada
10031 - 103 Avenue
Edmonton, AB
T5J 0G9

Neal-Schuman Publications
23 Cornelia Street
New York, NY
10014

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1120 Birchmount Road
Scarborough, ON
M1K 5G4

New American Library of Canada
81 Mack Avenue
Scarborough, ON
M1L 1M8

New Star Books
2504 York Avenue
Vancouver, BC
V6K 1E3

Northern Continuing Education
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Box 5000
La Ronge, SK
S0J 1L0

Northwest Territories
Department of Education
Box 1320
Yellowknife, NT
X1A 2L9

Nova Scotia Department of Mines and Energy
Box 1087
Halifax, NS
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New York, NY
10021

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Toronto, ON
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Scarborough, ON
M1S 3P8

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1376 Bayview Avenue
Toronto, ON
M4G 3A3

Ontario Government Publications Centre
880 Bay Street, 5th Floor
Queen's Park
Toronto, ON
M7A 1N8

Ontario Ministry of Consumer and Commercial Relations
Consumer Information Centre
555 Yonge Street
Toronto, ON
M7A 2H6

Ontario Ministry of Education
Mowat Block, 900 Bay Street
Toronto, ON
M7A 1L2

Oxford University Press
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Don Mills, ON
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Page Publishing
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Box 600
Concord, ON
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2133 Royal Windsor Drive
Unit 1
Mississauga, ON
L5L 1K5

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40 W 23 Street
New York, NY
10010

Penguin Books Canada
2801 John Street
Markham, ON
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Pepper Wood
Box 185
West Hill, ON
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Perfection Form Co.
Logan, IA
51546

Pergamon Press Canada
150 Consumers Road
Suite 104
Willowdale, ON
M2J 1P9

Pilot Books
Pilot Industries
103 Cooper Street
Babylon, NY
11702

PMB Industries Ltd.
1220 Ellesmere Road
Scarborough, ON
M1P 2X5

Prentice-Hall Canada
1870 Birchmount Road
Scarborough, ON
M1P 2J7

Procter & Gamble
Educational Services Manager
Box 355, Station A
Toronto, ON
M5W 1C5

Public Legal Education
Association of Saskatchewan
210 - 220 3rd Avenue S
Saskatoon, SK
S7K 1M1

Puckrin's Production House
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Edmonton, AB

Pyramid Films
2801 Colorado Avenue
Santa Monica, CA
95405

Queen's University
Kingston, ON
K7L 3N6

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Vancouver, BC
V5T 1C8

Random House of Canada
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Mississauga, ON
L4W 1B9

Reader's Digest Association
(Canada)
215 Redfern Avenue
Montreal, PQ
H32 2V9

Relevant Instructional Materials
Box 794
Stockton, CA
95201

Resource Centre
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Alberta Consumer and
Corporate Affairs Resource
Centre

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New York, NY
10001

Richard D. Irwin
1818 Ridge Road
Homewood, IL
60430

Richter McBride Productions
150 - E 52 Street
New York, NY
10021

Rodale Press
125 Bermondsey Road
Toronto, ON
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Royal Bank of Canada Building
1 Place Ville Marie
Box 6001
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